



Office of Purchasing
10910 Clarksville Pike Ellicott City, Maryland 21042-6198
(410) 313-6724, fax (410) 313-6789

INVITATION TO BID

WORK UNIFORMS
BID #036.20.B2

To All Interested Bidders:

Re: NOTICE TO BIDDERS
Work Uniforms, Bid #036.20.B2

The Howard County Public School System requests your bid for Work Uniforms for our Custodial Service, Building Service, Grounds Service and Warehouse employees:

Bid documents may be obtained on **Tuesday, December 10, 2019** at the Howard County Department of Education, Purchasing Office, 10910 Clarksville Pike, Ellicott City, MD 21042 or online at <https://purchasing.hcpss.org/business-opportunities>.

The Purchasing Office's contact for this project is Ms. CeCe Clement, ccllement@hcpss.org, (410) 313-6724.

Bids shall be submitted in a sealed envelope clearly marked "**BID**", "**Work Uniforms**", "**Bid #036.20.B2**", to the Howard County Department of Education, Purchasing Office, 10910 Clarksville Pike, Ellicott City, Maryland 21042 no later than **Monday, January 6, 2020 at 10:00 A.M.** Late bids will not be accepted. It is the bidder's responsibility to insure that bids are delivered to the Purchasing Office prior to the scheduled opening time.

Certified Minority Business Enterprises are encouraged to respond to this solicitation notice.

Please return the attached NO BID REPLY FORM if your firm does not bid this project. This form may be faxed to (410) 313-6789.

CeCe Clement
CeCe Clement, CPPO, CPPB
Purchasing Manager

December 10, 2019

Issue Date

**THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM
10910 Clarksville Pike
Ellicott City, Maryland 21042**

| | |
|--------------------------|---|
| SEALED BID FOR: | Work Uniforms |
| BID NUMBER: | 036.20.B2 |
| PRE-BID DATE: | N/A |
| PRE-BID TIME: | N/A |
| PRE-BID LOCATION: | N/A |
| BID OPENING DATE: | Monday, January 6, 2020 |
| BID OPENING TIME: | 10:00 AM |
| BUYER: | Ms. CeCe Clement phone: 410-313-6724 fax: 410-313-6789 email: cclement@hcpss.org |

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM

INSTRUCTIONS TO BIDDERS

A. Bid Preparation

1. One (1) complete set of Invitation for Bid, consisting of: (1) General Provisions; (2) Terms and Conditions; (3) the Specifications; (4) any plans or drawings made part of the Invitation for Bid; (5) any addenda, shall be provided to each prospective bidder. The original Bid Price Sheet/Form of Proposal must be returned: (1) with all questions answered; (2) without alteration; (3) with the BID SIGNATURE SHEET or No Bid Reply form properly signed; (4) sealed and enclosed in the envelope provided; (5) to the Purchasing Office, The Howard County Public School System, 10910 Route 108, Ellicott City, Maryland 21042, either mailed or hand carried before the time and date stated for return of bid. Telephone, facsimile, and/or telegraphic bids will not be accepted. It is the bidder's responsibility to ensure that his bid is delivered to the proper place prior to the scheduled opening time.
2. The remaining documents consisting of all pages of the Invitation for Bid, the General Provisions, Terms and Conditions, any plans, drawings or extraneous matter, are to be retained by the bidder and will form part of the contract resulting from the Invitation for Bid.
3. It is the bidder's responsibility to examine and understand all parts of the Invitation for Bid including all parts of the bidding documents, any addenda, drawings, or reference matter.
4. Any clarification or explanation desired by the bidder, regarding the meaning or interpretation of the Invitation for Bid, or any part thereof, must be made in writing to the Purchasing Office of The Howard County Public School System, 10910 Route 108, Ellicott City, Maryland 21042, allowing sufficient time for a reply to reach all prospective bidders for the time and date scheduled for the return of the bid.

B. Due Date and Time

Bid responses must be submitted to the Howard County Department of Education, Purchasing Office, 10910 Clarksville Pike, Ellicott City, Maryland 21042, no later than the **time and date specified on the bid cover sheet**. Bids will be publicly opened.

C. Withdrawal of Bids

1. Bids may be withdrawn by written, facsimile, or telegraphed notice if given prior to the time and date specified for the return of bid. Telephone calls for these purposes are not acceptable.
2. No bid shall be withdrawn after the scheduled closing time for opening bids.

D. Errors in Bids

1. Failure of the bidder to thoroughly understand all aspects of the Invitation for Bid before submitting his bid will not act as an excuse to permit withdrawal of his bid nor secure relief or plea of error.
2. Neither law nor regulation makes allowance for errors of omission on the part of the bidders.

E. Taxes

The Howard County Public School System is tax exempt, and the price quoted shall not include federal excise taxes, state or local taxes, or use taxes. Exemption certificates will be cited or provided upon request (if applicable).

F. Trade Discounts

All prices offered must be the lowest net price after trade discounts have been considered. Bids offering a percentage off list prices will not be accepted unless: (1) specifically requested in that manner; (2) two copies of the referenced price list accompany the bid.

G. Time Discounts

Prompt payment discounts are solicited and will be treated as follows:

1. Discounts offered which allow a minimum of twenty (20) days to qualify will be deducted from prices offered in the bid for the purpose of determining the lowest price offered.
2. Discounts offering less than twenty (20) calendar days will not be deducted from price offered for the purpose of determining the lowest price, but will be taken if payment is made within the discount period.
3. In computing prompt payment discounts the date of delivery of the supplies or completion of services or receipt of correct invoices in the offices specified will be considered and the later date prevail.

H. Multiple Prices

Regardless of the availability of several items that perform the same function as the item(s) described in the solicitation, the bidder must decide which item to offer and submit one price only.

I. Brand Name or Equal

1. Where a particular manufacturer's brands or models are referenced, it is to be interpreted as being descriptive and not restrictive. Bids will be considered on models or brands or products of manufacturers other than those cited if accompanied by catalogs, test reports, brochures, or other descriptive literature and supporting data, sufficient in detail to permit evaluation of the item offered

without further reference. It is the responsibility of the bidder to provide the foregoing with the bid or prior to the time and date set forth for return of the bid.

2. When only one manufacturer or model is referenced, the absence of anything to the contrary will be interpreted as a bid on the exact item specified.
3. Where several manufacturers of models are referenced as being equally acceptable and the bidder does not indicate what particular model or brand he is bidding on, the Purchasing Office shall have the right to select the brand or model referenced.

J. Bid Acceptance

Unless otherwise stated by the bidder in his bid, prices offered will be considered to allow sixty (60) days for acceptance.

K. Bidder's Qualifications

Bidders may be required to furnish satisfactory evidence that they are qualified dealers or manufacturers of the items listed, or regularly engaged in performing the services on which they are bidding, and in both cases maintain a regularly established place of business. An authorized representative of The Howard County Public School System may visit any prospective contractor's place of business to determine his ability, capacity, reliability, financial stability, and other factors necessary to perform the contract.

L. Signature to Bid

The section titled " BID SIGNATURE SHEET" shall be completed to provide all the information requested and signed by the person or persons legally authorized to sign contracts.

M. Contract Award

1. Contract award will be made by the Board of Education to the lowest responsible bidder or bidders who conform to the specifications with consideration given to quantities involved, time required for delivery, purpose for which required, competency and responsibility of the bidder, the ability of the bidder to perform satisfactory service, and the plan for utilization of minority contractors.
2. In the event of tie bids where all factors are equal, award shall be made to the Howard County bidder, the out of county bidder but incorporated in Maryland, and the bidder not incorporated in the state of Maryland, in that order of preference. If bidders within one of these geographical designations are equal as to all factors of consideration, the award shall be made by the toss of a coin.
3. The Board of Education of Howard County reserves the right to reject any or all bids, in whole or in part to make partial awards, to waive any irregularity, to increase or decrease quantities where quantities are shown and may reject any bid which indicates any omission, contains alteration of form or additions, or imposes conditions or offers alternate items and may make any award which is deemed in the best interest of The Howard County Public School System.

N. Opening Procedures

1. Sealed bids will be opened at the Department of Education at the designated time and place. The Purchasing Officer for The Howard County Public School System shall designate the time and place on the bid forms for the opening of bids, and shall open the sealed bids and publicly read them aloud.
2. During the period of evaluation, no bidder shall contact any member or employee of The Howard County Public School System concerning award. Such action may result in the bidder's offer being removed from evaluation and rendered nonresponsive.

O. Samples

1. When requested, samples shall be delivered to the Howard County Department of Education prior to the scheduled bid opening. Samples are not required when none are requested. Samples shall be properly labeled to indicate name of bidder, date of bid opening, bid number, and item number. In the event the Purchasing Office requests a sample after the bid opening, the sample shall be delivered within ten (10) days of request for award consideration. Delivery of samples shall be to: The Howard County Public School System, 10910 Route 108, Ellicott City, Maryland 21042.
2. In the event a sample is consumed or destroyed in the evaluation process, The Howard County Public School System shall be held harmless and not liable for any cost of sample(s).
3. Samples must be picked up within ten (10) days after contract award, after which samples will be considered abandoned and will become the property of the Board of Education.

Samples from the successful bidder may be held during the contract performance period as a standard of quality and will be available for return upon contract completion.

P. Ethics Regulations

The Board of Education of Howard County has adopted an Ethics Regulation policy. Required by the Annotated Code of Maryland, these Ethics Regulations cover members of the Board of Education, the Superintendent, and all employees; and it specifies limits of participation of these individuals with entities doing business with The Howard County Public School System. For a copy of the regulations, please contact the Purchasing Office, Howard County Department of Education (410) 313-6722.

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM

GENERAL PROVISIONS

1. THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM (HCPSS) IS A PUBLIC SCHOOL SYSTEM IN THE STATE OF MARYLAND.

| | |
|---------------------|-------------|
| FEDERAL TAX ID: | 52-6000968 |
| MARYLAND SALES TAX: | 30001219 |
| FEDERAL EXCISE TAX: | 52-73-0257K |

2. ALL SHIPMENTS MUST BE PREPAID. SHIP BY TRUCK OR PARCEL POST ONLY. IF PRICES DO NOT INCLUDE DELIVERY CHARGES, PLEASE PREPAY AND ADD TO INVOICE.
3. INVOICE IN TRIPLICATE TO THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM, ACCOUNTING SERVICES, 10910 CLARKSVILLE PIKE, ELLICOTT CITY, MARYLAND 21042-6198.
4. DELIVERY HOURS SHALL BE BETWEEN 8:30 A.M. TO 3:30 P.M. EXCEPT SATURDAY, SUNDAY AND HOLIDAYS.
5. THIS ORDER MAY BE CANCELLED WITHOUT PENALTY TO THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM IF DELIVERY IS NOT MADE WITHIN 60 DAYS.
6. ASSIGNMENTS AND SUBCONTRACTS THE CONTRACTOR MAY NOT ASSIGN OR TRANSFER THIS CONTRACT, ANY INTEREST HEREIN OR ANY CLAIM HEREUNDER. EXCEPT AS EXPRESSLY AUTHORIZED IN WRITING BY HCPSS.
7. DOCUMENTS, MATERIALS AND DATA: ALL DOCUMENTS, MATERIALS OR DATA DEVELOPED AS A RESULT OF THIS CONTRACT SHALL BE HCPSS'S PROPERTY. HCPSS HAS THE RIGHT TO USE AND REPRODUCE ANY DOCUMENTS, MATERIALS, AND DATA.
8. INDEMNIFICATION THE CONTRACTOR SHALL INDEMNIFY, SAVE HARMLESS, AND DEFEND THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM AND ALL OF ITS REPRESENTATIVES FROM ANY AND ALL SUITS, ACTIONS, DAMAGES, AND CLAIMS OF ANY CHARACTER BROUGHT ON ACCOUNT OF ANY INJURY OR DAMAGES SUSTAINED BY ANY PERSON OR PROPERTY IN CONSEQUENCE OF ANY PRODUCT, MATERIAL, EQUIPMENT, AND/OR WORK PERFORMED UNDER THIS CONTRACT, EITHER BY THE CONTRACTOR AND/OR SUBCONTRACTOR, THEIR AGENTS, EMPLOYEES OR REPRESENTATIVES.
9. INDEPENDENT CONTRACTOR: THE CONTRACTOR IS AN INDEPENDENT CONTRACTOR. THE CONTRACTOR AND THE CONTRACTOR'S EMPLOYEES OR AGENTS ARE NOT AGENTS OF HCPSS.
10. NONDISCRIMINATION IN EMPLOYMENT: ARTICLE 49B OF THE ANNOTATED CODE OF MARYLAND PROHIBITS EMPLOYMENT DISCRIMINATION ON THE BASIS OF AGE, SEX, COLOR, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAP, NATIONAL ORIGIN, RACE, OR RELIGION.
11. ORDER OF PREFERENCE: IN THE EVENT OF AN INCONSISTENCY AMONG PROVISIONS OF THIS INVITATION FOR BID, THE INCONSISTENCY SHALL BE RESOLVED BY GIVING PREFERENCE IN THE FOLLOWING ORDER:
 - GENERAL PROVISIONS
 - TERMS AND CONDITIONS
 - THE SPECIFICATIONS
 - DRAWINGS OR OTHER ADDENDA
12. COMPLIANCE: THIS SOLICITATION IS ISSUED IN COMPLIANCE WITH SECTION 5-112 OF THE ANNOTATED CODE OF MARYLAND.
13. COMMERCIAL WARRANTY: THE CONTRACTOR AGREES THAT THE SUPPLIES OR SERVICES FURNISHED UNDER THE CONTRACT SHALL BE COVERED BY THE MOST FAVORABLE COMMERCIAL WARRANTIES THE CONTRACTOR GIVES TO ANY CUSTOMER FOR SUCH SUPPLIES OR SERVICES AND THAT THE RIGHT AND REMEDIES PROVIDED HEREIN ARE IN ADDITION TO AND DO NOT LIMIT ANY RIGHTS AFFORDED TO THE BOARD OF EDUCATION BY ANY OTHER CLAUSES OF THE CONTRACT.

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM

WORK UNIFORMS

BID #036.20.B2

I. INSTRUCTION TO BIDDERS

A. BID PREPARATION

1. One (1) complete set of Invitation for Bid, consisting of: (1) General Provisions; (2) Terms and Conditions; (3) the Specifications; (4) any plans or drawings made part of the Invitation for Bid; (5) any addenda, shall be provided to each prospective bidder. The original Bid Price Sheet/Form of Proposal must be returned: (1) with all questions answered; (2) without alteration; (3) with the BID SIGNATURE SHEET or No Bid Reply form properly signed; (4) sealed and enclosed in the envelope provided; (5) to the Purchasing Office, The Howard County Public School System, 10910 Clarksville Pike, Ellicott City, Maryland 21042, either mailed or hand carried before the time and date stated for return of bid. Telephone, facsimile, and/or telegraphic bids will not be accepted. It is the bidder's responsibility to ensure that his bid is delivered to the proper place prior to the scheduled opening time.
2. The remaining documents consisting of all pages of the Invitation for Bid, the General Provisions, Terms and Conditions, any plans, drawings or extraneous matter, are to be retained by the bidder and will form part of the contract resulting from the Invitation for Bid.
3. It is the bidder's responsibility to examine and understand all parts of the Invitation for Bid including all parts of the bidding documents, any addenda, drawings, or reference matter.
4. Any clarification or explanation desired by the bidder, regarding the meaning or interpretation of the Invitation for Bid, or any part thereof, must be made in writing to the Purchasing Office of The Howard County Public School System, 10910 Clarksville Pike, Ellicott City, Maryland 21042, allowing sufficient time for a reply to reach all prospective bidders for the time and date scheduled for the return of the bid.

B. DUE DATE AND TIME

1. Bid responses must be submitted to the Howard County Department of Education, Purchasing Office, 10910 Clarksville Pike, Ellicott City, Maryland 21042, no later than the time and date specified on the bid cover sheet. Bids will be publicly opened.

C. WITHDRAWAL OF BIDS

1. Bids may be withdrawn by written, facsimile, or telegraphed notice if given prior to the time and date specified for the return of bid. Telephone calls for these purposes are not acceptable.
2. No bid shall be withdrawn after the scheduled closing time for opening bids.

D. ERRORS IN BIDS

1. Failure of the bidder to thoroughly understand all aspects of the Invitation for Bid before submitting his bid will not act as an excuse to permit withdrawal of his bid nor secure relief or plea of error.
2. Neither law nor regulation makes allowance for errors of omission on the part of the bidders.

E. TAXES

1. The Howard County Public School System is tax exempt, and the price quoted shall not include federal excise taxes, state or local taxes, or use taxes.

F. TRADE DISCOUNTS

1. All prices offered must be the lowest net price after trade discounts have been considered. Bids offering a percentage off list prices will not be accepted unless: (1) specifically requested in that manner; (2) two copies of the referenced price list accompany the bid.

G. TIME DISCOUNTS

1. Prompt payment discounts are solicited and will be treated as follows:
2. Discounts offered which allow a minimum of twenty (20) days to qualify will be deducted from prices offered in the bid for the purpose of determining the lowest price offered.
3. Discounts offering less than twenty (20) calendar days will not be deducted from price offered for the purpose of determining the lowest price, but will be taken if payment is made within the discount period.
4. In computing prompt payment discounts the date of delivery of the supplies or completion of services or receipt of correct invoices in the offices specified will be considered and the later date prevail.

H. MULTIPLE PRICES

1. Regardless of the availability of several items that perform the same function as the item(s) described in the solicitation, the bidder must decide which item to offer and submit one price only.

I. BRAND NAME OR EQUAL

1. Where a particular manufacturer's brands or models are referenced, it is to be interpreted as being descriptive and not restrictive. Bids will be considered on models or brands or products of manufacturers other than those cited if accompanied by catalogs, test reports, brochures, or other descriptive literature and supporting data, sufficient in detail to permit evaluation of the item offered without further reference. It is the responsibility of the bidder to provide the foregoing with the bid or prior to the time and date set forth for return of the bid.
2. When only one manufacturer or model is referenced, the absence of anything to the contrary will be interpreted as a bid on the exact item specified.
3. Where several manufacturers of models are referenced as being equally acceptable and the bidder does not indicate what particular model or brand he is bidding on, the Purchasing Office shall have the right to select the brand or model referenced.

J. BID ACCEPTANCE

1. The Howard County Public School System reserves the right to accept or reject any and all bids, in whole or in part, received as a result of this Bid or to waive minor irregularities, in any manner necessary, to serve the interest of The Board of Education. HCPSS further reserves the right to award in full, make multiple awards, partial awards, or to make no award at all.

K. BIDS FIRM FOR 120 DAYS

1. Bid prices shall remain firm for one hundred twenty (120) calendar days from the date of opening.

L. **BIDDER'S QUALIFICATIONS**

1. Bidders may be required to furnish satisfactory evidence that they are qualified dealers or manufacturers of the items listed, or regularly engaged in performing the services on which they are bidding, and in both cases maintain a regularly established place of business. An authorized representative of The Howard County Public School System may visit any prospective contractor's place of business to determine his ability, capacity, reliability, financial stability, and other factors necessary to perform the contract.

M. **SIGNATURE TO BID**

1. The section titled "BID SIGNATURE SHEET" shall be completed to provide all the information requested and signed by the person or persons legally authorized to sign contracts.

N. **CONTRACT AWARD**

1. Contract award will be made by the Board of Education to the lowest responsible bidder who conforms to the specifications with consideration given to quantities involved, time required for delivery, purpose for which required, competency and responsibility of the bidder, the ability of the bidder to perform satisfactory service, and the plan for utilization of minority contractors.
2. In the event of tie bids where all factors are equal, award shall be made to the Howard County bidder, the out of county bidder but incorporated in Maryland, and the bidder not incorporated in the state of Maryland, in that order of preference. If bidders within one of these geographical designations are equal as to all factors of consideration, the award shall be made by the toss of a coin.
3. The Board of Education of Howard County reserves the right to reject any or all bids, in whole or in part to make partial awards, to waive any irregularity, to increase or decrease quantities where quantities are shown and may reject any bid which indicates any omission, contains alteration of form or additions, or imposes conditions or offers alternate items and may make any award which is deemed in the best interest of The Howard County Public School System.

O. **CONTRACT PERIOD**

1. The contract period will be for a period of one (1) year from the date of award, expected to be January 24, 2020, and is renewable for five (5) additional one-year periods at the sole option of The Howard County Public School System. Pricing shall remain firm for one year from the date of contract award.

P. **MATERIAL SAFETY DATA SHEETS**

1. When required by the Invitation for Bid, Material Safety Data Sheets must accompany the bid or be presented before the time and date specified for return of bid.

Q. **OPENING PROCEDURES**

1. Sealed bids will be opened at the Department of Education at the designated time and place. The Purchasing Officer for The Howard County Public School System shall designate the time and place on the bid forms for the opening of bids, and shall open the sealed bids and publicly read them aloud.
2. During the period of evaluation, no bidder shall contact any member or employee of The Howard County Public School System concerning award. Such action may result in the bidder's offer being removed from evaluation and rendered non-responsive.

R. **SAMPLES**

1. A sample of the fabric for all items, excluding rainwear, shall be submitted with the bid. These samples must be labeled with the bid item number, vendor name, mill name, fabric composition, and weight. Failure to comply with this request may result in rejection recommendation. Samples of the following items should accompany your bid response:

- Thermal-lined Sweat Jacket with Hood
 - Tee Shirt, 50%/50% Blend and 100% Cotton as specified
 - Knit Shirts, 50%/50% Blend and 100% Cotton as specified
 - Men's Shirt, 65%/35% Blend as specified
 - Industrial Men's Pants 65%/35% Blend as specified
2. After the bid is opened, if the three lowest bidders bid a different manufacturer, samples will be requested on each item in the group in which an award is being considered. A panel of school system representatives will examine the sample. The sample will be "modeled" for fit purposes by employee(s) considered to be of average size. If the vendor's presence at this evaluation is necessary, he will be informed when the samples are presented. Average size in men's is considered 34/36 pants, L shirt, jackets, etc. Average size in women's is considered 14, equated to all areas.
 3. Upon request, samples must be delivered within seven calendar days. Should the bidder fail to deliver the required samples within this period of time, the bid will be recommended for rejection.
 4. After the evaluation phase of this contract, upon notification, the bidder shall be responsible for picking up samples within a 48-hour period. Samples left after that time will be considered abandoned and become the property of the Board of Education.
 5. In the event a sample is consumed or destroyed in the evaluation process, The Howard County Public School System shall be held harmless and not liable for any cost of sample(s).
 6. Samples from the successful bidder may be held during the contract performance period as a standard of quality and will be available for return upon contract completion.

S. ETHICS REGULATIONS

1. The Board of Education of Howard County has adopted an Ethics Regulation policy. Required by the Annotated Code of Maryland, these Ethics Regulations cover members of the Board of Education, the Superintendent, and all employees; and it specifies limits of participation of these individuals with entities doing business with The Howard County Public School System. For a copy of the regulations, please contact the Purchasing Office, Howard County Department of Education (410) 313-6644.

II. TERMS AND CONDITIONS

A. INTENT

1. It is the intent of this bid to establish a contract to provide the specified work uniforms for The Howard County Public School System's (HCPSS) Office of Custodial Service, Building Service, Grounds Service and Warehouse employees in accordance with the General Provisions of Bid Proposal, the Terms and Conditions, the Specifications, and any addenda.

B. QUOTATIONS

1. No proposal shall be considered which contains an escalator clause, minimum delivery amounts other than that indicated, packaging or delivery charges, or any add-on or irregular figures. The prices offered shall be the final cost to The Howard County Public School System.

C. BASIS FOR AWARDED BIDS

1. It is the intent of The Howard County Public School System to award to the lowest responsive bidder meeting specifications on an item-by-item basis. The Howard County Public School System retains the right to award item-by-item, group-by-group, in full, or to make no award at all.

D. FUNDING

1. The contractual obligation of the Board of Education under any resulting contract is contingent upon the availability of appropriated funds.

E. PRICE ADJUSTMENTS

1. Annual price adjustments will be considered. The Howard County Public School System will consider adjustments based on the following conditions:
2. Labor rates based upon federal minimum wage increases and decreases in the Consumer Price Index (CPI-W), Washington-Baltimore Region, as published by the Bureau of Labor Standards (increases above a 10% cap will not be considered). Adjustments will be calculated by comparing the current index with the previous index available when contract was established so as to determine the change in index points. The point change will then be divided by the price index to obtain the percentage of change. The percentage of change will then be multiplied by .75 to obtain the adjustment to be applied to the current prices.
3. Price increases outside of the control of the vendor awarded the contract during the term of the contract. However, such increases will be a "pass through" to the Howard County Public School System with no mark-up by the vendor allowed. For such price increases to be considered, documentation from the manufacturer applying the price increase must accompany a written request from the vendor.
4. In order to receive consideration for a price increase, the contractor must submit to The Howard County Public School System 60 days prior to contract expiration, a statement of any change in price to be applied.
5. Price increase requests will not be considered if not accompanied with the proper information.

F. REFERENCES

1. The Howard County Public School System reserves the right to contact any references available in order to evaluate product.

G. SPECIFICATIONS

1. Bidders offering items other than those specified must state the product name and manufacturer and, as well, submit detailed technical specifications for each item. All data submitted must contain sufficient information to facilitate equating the offer.
2. Failure to submit the above required information may result in rejection of the item.

H. SUBSTITUTES

1. The Howard County Public School System shall be the sole authority as to whether items meet specifications or are an approved equal, and further reserves the right to reject any or all proposals or waive any informality which may appear to be in its best interest. Substitutes will not be accepted from the awarded contractor for uniforms selected by the Howard County School System as a result of this bid.

I. QUANTITIES

1. All quantities are estimated and are not to be construed as actual quantities to be ordered. Howard County Public Schools reserves the right to order any quantities necessary in order to maintain inventories at required levels. Quantities will not be increased to maximize load capacities for the awarded contractor(s). It is the responsibility of the awarded contractor(s) to ensure quantities ordered are not delayed due to shipping requirements required by them from the product manufacturers. Any additional freight/cost requirements needed to meet maximum load capacities from manufacturers of products will be the responsibility of the contractor(s).

J. ORDERS

1. Orders shall be in the form of an official Howard County Public School System Purchase Order. No deliveries are to be made under any contract(s) resulting from this bid without a purchase order.

K. PROCUREMENT CARD

1. The Howard County Public School System utilizes a Purchasing Card Program. Purchases resulting from this solicitation may be made through a Visa/Mastercard credit card. Bidders are prohibited from charging any additional costs/fees above and beyond the established contract prices to process such orders. Bidders lacking Visa/Mastercard capability should contact the Purchasing Office.

L. DELIVERY

1. All orders shall be delivered FOB destination, to the requested Howard County Public School System destination indicated on the purchase order between 9:00 a.m. – 3:00 p.m., Monday through Friday, except holidays.
2. Upon delivery, the school system's personnel shall have the right to reject any items that are damaged or, in their opinion, do not conform to items actually ordered. Rejection may be at time of, or after, delivery. The vendor shall be required to remove rejected items within one week (5 working days) of notification and shall be required to replace such items within fourteen (14) days of notification at no cost to The Howard County Public School System.
3. Orders are to be delivered complete, in one delivery, per individual. Uniform items are to be bagged and tagged for each individual.
4. Prices are to include all freight and delivery charges including the cost for bagging and tagging individual orders.
5. All orders must be delivered in full within 21 days from receipt of order unless stated otherwise on the purchase order. It is the responsibility of the contractor to communicate any back orders or delays that may affect the timeliness of deliveries.
6. The Howard County Public School System reserves the right to order awarded items as needed throughout the contract year at no additional charge to the school system.
7. It is the responsibility of the awarded contractor(s) delivery personnel to unload all deliveries and provide inside delivery to all school system locations. The Howard County School System will not sign for or assume responsibility of deliveries until they have been properly unloaded by contractor delivery personnel.

M. NEW ITEMS

1. All items furnished against this contract must be new and unused, latest models (unless otherwise specified) except normal rebuilt items where specified, and free of all defects.

N. ACCOUNT SERVICE

1. If the bidding company does not have a service location within a 50-mile radius of Howard County, the bidder must indicate in a separate letter to be included with their bid package how the account will be serviced, relative to exchanges, returns, and measurements.
2. Failure to submit this statement may result in a rejection recommendation.

O. MEASUREMENTS

1. Additional add-on percentage should be quoted on the proposal sheets where indicated, for oversize garments. Oversize garments are defined as follows:

Men's Pants - Waist size 44 and larger

Women's Pants - Size 22 and larger

Men's Shirts - Size 2XL and larger and/or Extra Long (Plus 4" added to shirt tail)

Women's Smocks - Size 2XL and larger

2. The supplier shall have a representative available to take measurements over a period of five days, with dates and times to be determined, at four Howard County school/office locations.

P. MATERIAL SAFETY DATA SHEETS

1. Pursuant to Occupational Safety and Health Act (OSHA) 29CFR1910, where applicable, MSDS for the products supplied or used as a result of this contract must be attached to each shipment of product as well as mailed to:

The Howard County Public School System
Insurance & Safety
10910 Rt. 108
Ellicott City, MD 21042

2. MSDS must show the contract number under which the products were supplied or used.

Q. LABELING

1. Purchase order number, description of material, and quantities must be identified on all tickets for items delivered.

R. DAMAGE

1. Successful bidders will be held responsible for, and be required to make good at their own expense, any and all damage done or caused by the bidder or by its employees while executing the contract.

S. COMMERCIAL WARRANTY

1. The contractor agrees that the supplies or services furnished under the contract shall be covered by the most favorable commercial warranties the contractor gives to any customer for such supplies or services and that the right and remedies provided herein are in addition to and do not limit any rights afforded to the Board of Education by any other clauses of the contract.

T. PERFORMANCE REQUIREMENT

1. The descriptions and standards identified for each item are minimally acceptable performance criteria as determined by the Board of Education. The Board of Education shall be the sole determinant as to whether products meet or exceed criteria. The owner's personnel shall have the right to reject any items which, in their opinion, do not conform to standards. Rejection may be at time of, or after, delivery. The contractor shall be required to remove rejected items within 72 hours of notification.

U. TERMINATION FOR DEFAULT

1. When the contractor has not performed or has unsatisfactorily performed the contract, payment shall be withheld at the discretion of The Howard County Public School System. Failure on the part of the Contractor to fulfill contractual obligations shall be considered just cause for termination of the contract and the Contractor is not entitled to recover any costs incurred by the contractor up to the date of termination. In the event of default of contract as determined by The Howard County Public School System, the contract manager may procure contract items from other sources. The contractor found in default will be held responsible for all costs incurred.

V. TERMINATION FOR CONVENIENCE

1. The Howard County Public School System may terminate this contract, in whole or in part, without showing just cause upon giving written notice to the contractor. The Howard County Public School System shall pay all reasonable costs associated with the contract that the contractor has incurred up to the date of termination and all reasonable costs associated with termination of the contract. However, the contractor shall not be reimbursed for any anticipatory profits which have not been earned up to the date of termination.

W. HCPSS CONTRACT MANAGER

1. The Howard County Public School System's contract manager for any resulting contract will be the contact person(s) from the Custodial Service, Building Service, Grounds Service and Warehouse departments and will be responsible for the day-to-day administration of the contract(s) after award.

X. VENDOR CONTRACT ADMINISTRATION

1. Bidders shall designate internal and external contract administrators to administer the contract. Bidders are to list these individual's names and telephone numbers in the appropriate space on CONTRACTOR INFORMATION sheet.

Y. MULTI-AGENCY PARTICIPATION

1. Under §5-112, Paragraph (3) of the Education Article of the Annotated Code of Maryland HCPSS may with Board of Education approval participate in contracts for goods or commodities that are awarded by other public agencies or by intergovernmental purchasing organizations if the lead agency for the contract follows the public bidding procedures. HCPSS therefore reserves the right to extend the terms and conditions of this solicitation to any and all other agencies within the state of Maryland as well as any other federal, state, municipal, county, or local governmental agency under the jurisdiction of the United States and its territories. This shall include but not limited to private schools, parochial schools, non-public schools such as charter schools, special districts, intermediate units, non-profit agencies providing services on behalf of government, and/or state, community and/or private colleges/universities that require these goods, commodities and/or services. A copy of the contract pricing and the bid requirements incorporated in this contract will be supplied to requesting agencies.
2. Each participating jurisdiction or agency shall enter into its own contract with the Award Bidder(s) and this contract shall be binding only upon the principals signing such an agreement. Invoices shall be submitted in duplicate "directly" to the ordering jurisdiction for each unit purchased. Disputes over the execution of any contract shall be the responsibility of the participating jurisdiction or agency that entered into that contract. Disputes must be resolved solely between the participating agency and the Award.

Z. PROCUREMENT CARD

1. The Howard County Public School System utilizes a Purchasing Card Program. Purchases resulting from this solicitation may be made through a Visa/Mastercard credit card. Bidders are prohibited from charging any additional costs/fees above and beyond the established contract prices to process such orders. Bidders lacking Visa/Mastercard capability should contact the Purchasing Office.

AA. BILLING AND PAYMENT

1. The contractor shall submit invoices to the Howard County Public School System, Finance Office, 10910 Clarksville Pike, Ellicott City, MD 21042, at the completion of each job. Invoices must contain the following information:
 - a) Purchase Order Number
 - b) Name of school or Department
 - c) Description and quantity of items and/or services provided
 - d) Total due

BB. INSURANCE

1. See ATTACHMENT A, INSURANCE REQUIREMENTS.

CC. MINORITY BUSINESS ENTERPRISE PARTICIPATION

1. It is the goal of The Howard County Public School System that Maryland Department of Transportation certified minority business enterprise firms participate in a minimum of twenty-five percent (25%) of the total dollar value of this procurement.
2. The contractor or supplier who provides materials, supplies, equipment, and/or services for this solicitation shall attempt to achieve the result that a minimum of 25 percent of the total contract value is made directly or indirectly from certified minority business enterprises. The bidder or offeror agrees to make a good faith effort to achieve this goal with certified minority business enterprises.
3. Minority Business Enterprise participation shall be as defined by the procedures established for State of Maryland funded public school construction projects.

DD. CRIMINAL HISTORY BACKGROUND CHECKS

1. All employees, agents, or representatives of the awarded contractor who will be performing work on any phase of the contract arising out of this Bid may be subject to a criminal history background check by the school system. Such persons, if requested by the school system, must provide fingerprints and other required information to facilitate such a check, as well as the necessary fees to obtain such a check from the federal or state government. At the completion of a background check, the school system may, at its sole discretion, decide that a particular employee, agent, or representative of the contractor be barred from school system property.

EE. CHILD SEX OFFENDER NOTIFICATION

1. Maryland law requires certain child sex offenders to register with the local law enforcement agency. One of the purposes of this law, found in Article 27§ 792, is to inform school systems when a child sex offender is residing or working in the area. When the child sex offender registers, the local police are required to notify the Superintendent of Schools, and the Superintendent, in turn, is required to send a notice to school principals.
2. As a Contractor working for HCPSS, we require that you do not employ convicted child sex offenders to work on projects for our school system if they, as a result, are required to perform delivery, installation, repair, construction or any other kind of services on HCPSS property.

FF. TOBACCO FREE AND ALCOHOL/DRUG FREE ENVIRONMENT

1. The Howard County Public School System maintains a tobacco, alcohol/drug free environment. The sale or use of tobacco, alcohol or drugs, in any form, or related product, is prohibited in school buildings and grounds at all times. Persons found violating this policy will be requested to remove the product and themselves from school premises.

GG. RESOLUTION OF DISPUTES

1. Bid rejection for non-responsiveness and/or non-responsibility shall be made using the criteria guidelines as stated in the General Provisions of Bid Proposal, Terms and Conditions, and Technical Specifications.
2. After bid opening and bid review, but prior to bid award, if a bidder's entire bid is declared to be nonresponsive and/or non-responsible, the bidder will be notified as to the reason(s) for rejection.
3. Protests shall be filed in writing to the Purchasing Office within two days after notification.

4. Protests shall include the basis for the protest or appeal, complete in all respects, with relief sought, and whether the protester wishes to have a hearing with respect to the protest or appeal.
5. Protests shall be addressed to Howard County Department of Education, 10910 Route 108, Ellicott City, Maryland 21042, Attn.: Doug Pindell, Purchasing Officer, labeled "Protest". The written protest shall include as a minimum the following:
 - a) Name and address of the protester
 - b) Appropriate identification of the bid
 - c) Supporting exhibits, evidence, and/or documents to substantiate any claims.
 - d) Suggested remedy(ies).

III. TECHNICAL SPECIFICATIONS

A. WORKMANSHIP

1. All items are to be clean, finished with no exposed raw edges, and free from loose threads and defects that may affect appearance and serviceability of the garment.

B. PACKAGING

1. Shipping containers are to be new and have a design and construction so as to afford adequate protection against damage in shipment.
2. Uniforms are to be packed and shipped in lots specified for each area/school. Uniforms are to be bagged and tagged for each individual. Once received, they will be issued to the employees by each area. Orders will be made using official Howard County Public School System Purchase Orders that will itemize descriptions, sizes, quantities and colors for each individual.

C. LABELS

1. All items, excluding rainwear, are to have a permanent label, printed in permanent ink, which indicates size, fabric content and laundering instructions.

D. COLORS

1. Colors are to be vat dyed and show good colorfastness to laundering, perspiration and crocking. Uniforms are to be available in a minimum of four color combinations, including a sand jersey and chocolate brown trouser combination.

E. THREAD

1. Thread used in manufacture shall be polyester core, cotton wrapped, fully stabilized and closely matching the color of the body fabric.

F. LOGOS

1. In some use areas, logos are required on the shirts above a pocket or on the left chest front, as identifiers. Pricing is requested for screen-printed logos (one color and three color) and sewn emblems. Samples are available upon request.

IV. UNIFORM ITEMS

A. COVERALLS

1. To be 9-1/2 oz., 65% polyester/35% cotton
2. To be mercerized and preshrunk to 1%
3. Durable press soil release finish
4. Concealed two-way heavy-duty zipper with automatic lock
5. Long sleeves

6. Minimum of two front pockets and one back pocket
7. Two reach-through side openings
8. Front set-in belt
9. Red Kap CT10 or approved equal

B. INSULATED COVERALLS

1. Shell to be 65% Celanese Fortrel polyester/35% combed cotton
2. Nylon facing quilted to 3.3 oz.
3. 100% polyester lining
4. Long sleeves
5. Two breast pockets with zippers, two hip pockets, rule pocket
6. Two-way front zipper with snap closure at top
7. Set-in front "swing" pockets with side openings
8. Adjustable snap at leg bottom
9. Concealed knit cuffs
10. Red Kap Industries CT 30 or approved equal
11. State color availability

C. PANEL FRONT JACKETS

1. Shell to be 65% Celanese Fortrel polyester/35% combed cotton
2. 7-1/2 oz. durable press twill
3. Polyester quilted polyurethane, permanent lining
4. Two pockets set into panel seam
5. Long sleeves
6. Solid brass zipper front
7. Two-position adjustable cuffs
8. Red Kap Industries JT50 or approved equal

D. LINED SWEAT JACKETS WITH HOODS

1. Shell to be heavyweight fleece with thermal lining
2. Full athletic cut
3. Hood with drawstring
4. Long raglan sleeves
5. Full front zipper
6. Two slash side pockets
7. Jerzee Superweight or equal

E. V-NECK SWEATER

1. Combed cotton "Drifter" style
2. Lands' End or equal

F. SWEAT SHIRTS

1. To be 9 oz. 50% polyester/50% cotton fleece
2. Ribbed crew neck and bottom band
3. Long raglan sleeves
4. Jerzee or equal

G. TEE SHIRTS

1. To be 50% Dacron polyester/50% cotton
2. Jersey knit tee with left chest pocket
3. Ribbed crew collar
4. Short sleeve
5. Jerzee 6060 or equal

H. TEE SHIRTS

1. To be 100% cotton
2. Ribbed crew collar
3. Jersey knit tee with left chest pocket
4. Short sleeve
5. Jerzee or equal

I. KNIT SHIRTS

1. To be 50% Celanese Fortrel polyester/50% combed cotton
2. Jersey knit golf style shirt
3. Three button self-placket with box stitch
4. Double fused top stitched collar
5. One hemmed spade style pocket
6. Short sleeve
7. Jerzee or equal

J. KNIT SHIRTS

1. To be 100% combed cotton
2. Jersey knit golf style shirt
3. Three button self-placket with box stitch
4. Double fused top stitched collar
5. One hemmed spade style pocket
6. Short sleeve
7. Jerzee, Rec Kap or equal

K. PANTS - MEN'S

1. INDUSTRIAL
 - a) To be 65% polyester/35% combed cotton
 - b) 8-1/4 oz. twill
 - c) Post cure durable press
 - d) Heavy duty brass ratcheting zipper, button closure
 - e) Waistband to be innerlined for body and shape, folder set band with outlet
 - f) Two slack style front pockets, two set-in hip pockets, darts over hip pockets for fit
 - g) Synthetic blend pocketing and waistband trim
 - h) To be available in finished and unfinished lengths
 - i) Red Kap Industries Dura-Kap PT20 or approved equal
2. WESTERN CUT
 - a) To be 65% Fortrel polyester/35% combed cotton
 - b) 10-1/2 oz. 2 x 2 vat dyed twill
 - c) Post cure durable press
 - d) Heavy duty brass zipper, button closure
 - e) Continuous one-piece folder set
 - f) Five traditional western jean pockets, including watch pockets below waistband
 - g) To be available in finished and unfinished lengths
 - h) Red Kap Industries Ruf-Ridge Jean or approved equal
3. COTTON
 - a) To be 100% preshrunk carded cotton
 - b) 8-1/2 oz. vat dyed twill
 - c) Post cure durable press
 - d) Heavy duty brass zipper, button closure
 - e) Innerlined waistband, folder set with outlet
 - f) Two slack style front pockets, two set-in hip pockets, darts over pocket for fit
 - g) To be available in finished and unfinished lengths
 - h) Red Kap Industries PC20 or approved equal

4. FLANNEL LINED – WINTER PANTS
 - a) Same as above, but lined with 3 oz. flannel.
 - b) Specify colors available
5. SHORTS
 - a) To be 65% polyester/35% cotton twill
 - b) Side elastic
 - c) Red Kap PT/PC or equal
 - d) Specify colors available
6. SHORTS
 - a) To be 100% cotton
 - b) Side elastic
 - c) Red Kap or equal
 - d) Specify colors available
- L. PANTS - WOMEN'S INDUSTRIAL
 1. Same as Section K.1. & K.3. PANTS - MEN'S, INDUSTRIAL & COTTON PANTS above, except including front darts for female fit and side elastic waist inserts - Red Kap PT61 or equal. Items must be available in finished and unfinished lengths.
- M. SHIRTS - MEN'S – Men's Shirts must be available in both long and short sleeve styles, and regular and long lengths.
 1. To be 65% Dacron polyester/35% combed cotton
 2. 4-1/4 oz. poplin
 3. Durable press with soil release
 4. Six button with vertical buttonholes, gripper at neck
 5. Collar to be two-piece lined with sewn-in stays
 6. Cuffs to be one-piece fully lined
 7. Facing to be stitched down front
 8. Two-button through hex style pockets with angled bartacks, bartacked pencil stall in left pocket
 9. Separate two-piece yoke
 10. Red Kap Industries or equal
- N. SHIRTS - WOMEN'S
 1. To be the same as Section M. SHIRTS - MEN'S above except, five button closure, no pencil stall, to have squared bottom hem. Available in both long and short sleeve styles.
 2. 4-1/4 oz. poplin uniform **Blouse**
To be 65% Dacron polyester/35% combed cotton
Durable press with soil release
Five button with vertical buttonholes
Collar to be two-piece, lined with notched lapels
One breast pocket
Short sleeve only
Squared bottom hem
 3. 5-1/4 oz. performance blend poplin **Smock**
To be 80% Dacron polyester/20% combed cotton
Durable press with soil release
Four gripper closure
Collar to be two-piece lined notched lapel
French hemmed short sleeves
Two lower French hemmed pockets
Shoulder darts
Red Kap Industries or equal

4. 4-1/4 oz. poplin uniform **Blouse**
To be 100% cotton
Durable press with soil release
Five button with vertical buttonholes
Collar to be two-piece, lined with notched lapels
One breast pocket
Short sleeve only
Squared bottom hem

- O. RAINWEAR: PVC, .35mm thickness. Abrasion and tear resistant.
 1. JACKET
 - a) To be 30" long, full cut sizing with attached drawstring hood
 - b) To close with a minimum of five snaps
 - c) Take-up snaps at wrist
 - d) Lapped and locked seams
 - e) Raglan sleeves to allow for free movement
 - f) Hang tab at collar
 - g) Non-conductive hardware
 - h) Color: List colors available

 2. OVERALLS
 - a) Full cut sizing with self material adjustable suspenders with elastic inserts
 - b) Extra length snap fly front
 - c) Take-up snaps at ankles
 - d) Lapped and locked seams
 - e) Non-conductive hardware
 - f) Color: List colors available

 3. FOOTWEAR - ARCTICS
 - a) To be service weight, net lining, 4-buckle gaiter with wide opening gusset
 - b) Black uppers
 - c) Non-skid cleated sole

 4. OVER-THE-SHOE SLIP-ON BOOTS
 - a) All rubber with functional top strap and buckle adjustment
 - b) Net lining
 - c) Black
 - d) Non-slip design, corrugated outsole
 - e) Men's sizes 6-15

WORK UNIFORMS
BID #036.20.B2

BID PRICE SHEET

| <u>UNIFORM ITEMS</u> | | <u>Estimated Quantity</u> | x | <u>Unit Cost =</u> | <u>Total Cost</u> |
|----------------------|---|-------------------------------|---|--------------------|-------------------|
| 1 | Coveralls | 20 ea. | x | \$ _____ = | \$ _____ |
| | _____ | | | | |
| | Mfr. | | | | |
| 2 | Insulated Coveralls | 20 ea. | x | \$ _____ = | \$ _____ |
| | _____ | | | | |
| | Mfr. | | | | |
| 3 | Panel Front Jackets | 20 ea. | x | \$ _____ = | \$ _____ |
| | _____ | | | | |
| | Mfr. | | | | |
| 4 | Lined Sweat Jackets with Hoods | 70 ea. | x | \$ _____ = | \$ _____ |
| | _____ | | | | |
| | Mfr. | | | | |
| 5 | V-Neck Sweater | 20 ea. | x | \$ _____ = | \$ _____ |
| | _____ | | | | |
| | Mfr. | | | | |
| 6 | Sweatshirt, 50% Polyester/50% Cotton Fleece | 100 ea. | x | \$ _____ = | \$ _____ |
| | _____ | | | | |
| | Mfr. | | | | |
| 7 | Tee Shirt, 50% Dacron Poly/50% Cotton | 750 ea. | x | \$ _____ = | \$ _____ |
| | _____ | | | | |
| | Mfr. | | | | |
| 8 | Tee Shirt, 100% Cotton | 50 ea. | x | \$ _____ = | \$ _____ |
| | _____ | | | | |
| | Mfr. | | | | |
| 9 | Knit Shirt, 50% CFP/50% Combed Cotton | 50 ea. | x | \$ _____ = | \$ _____ |
| | _____ | | | | |
| | Mfr. | | | | |
| 10 | Knit Shirt, 100% Combed Cotton | 50 ea. | x | \$ _____ = | \$ _____ |
| | _____ | | | | |

WORK UNIFORMS

BID #036.20.B2

BID PRICE SHEET

Items 1-10 Total to be determined by multiplying Estimated Quantity x Unfinished Length

| | | <u>Finished Length</u> | <u>Unfinished Length</u> | <u>Total</u> |
|-------------------------------|--|----------------------------|------------------------------|--------------|
| <u>PANTS - MEN'S</u> | | | | |
| 11 | INDUSTRIAL, 65% Poly/35% Combed Cotton Red Kap Dura-Kap or equal | | | |
| | | 650 each x \$ _____ | \$ _____ | = \$ _____ |
| | Mfg. | | | |
| 12 | WESTERN CUT, 65% Fortrel Poly/35% Combed Cotton Red Kap Ruf-Ridge Jeans or equal | | | |
| | | 200 each x \$ _____ | \$ _____ | = \$ _____ |
| | Mfg. | | | |
| 13 | COTTON, 100% Preshrunk carded cotton Red Kap PC20 or equal | | | |
| | | 30 each x \$ _____ | \$ _____ | = \$ _____ |
| | Mfg. | | | |
| 14 | FLANNEL-LINED - WINTER PANTS 4. Same as above, but lined with 3 oz. flannel | | | |
| | | 20 each x \$ _____ | \$ _____ | = \$ _____ |
| | Mfg. | | | |
| 15 | SHORTS, 65% Poly/35% Cotton Twill Red Kap PT/PC or equal | | | |
| | | 100 each x \$ _____ | \$ _____ | = \$ _____ |
| | Mfg. | | | |
| 16 | SHORTS, 100% Cotton | | | |
| | | 40 each x \$ _____ | \$ _____ | = \$ _____ |
| | Mfg. | | | |
| <u>PANTS - WOMEN'S</u> | | | | |
| 17 | INDUSTRIAL, 65% Poly/35% Combed Cotton | | | |
| | | 200 each x \$ _____ | \$ _____ | = \$ _____ |
| | Mfg. | | | |
| 18 | PANTS, Womens, 100 % Preshrunk Cotton | | | |
| | | 10 each x \$ _____ | \$ _____ | = \$ _____ |

WORK UNIFORMS
BID #036.20.B2

BID PRICE SHEET

| | | Mfg. | | | <u>Unit Cost</u> | <u>Total Cost</u> |
|--------------------------------|---|------|---------|---|------------------|-------------------|
| <u>SHIRTS - MEN'S</u> | | | | | | |
| 19 | Short Sleeve, Regular Length | | 350 ea. | x | \$ _____ = | \$ _____ |
| <hr/> | | | | | | |
| | | Mfg. | | | | |
| 20 | Short Sleeve, Long Length | | 30 ea. | x | \$ _____ = | \$ _____ |
| <hr/> | | | | | | |
| | | Mfg. | | | | |
| 21 | Long Sleeve, Regular Length | | 250 ea. | x | \$ _____ = | \$ _____ |
| <hr/> | | | | | | |
| | | Mfg. | | | | |
| 22 | Long Sleeve, Long Length | | 20 ea. | x | \$ _____ = | \$ _____ |
| <hr/> | | | | | | |
| | | Mfg. | | | | |
| <u>SHIRTS - WOMEN'S</u> | | | | | | |
| 23 | Shirt, Long Sleeve 65% Dacron Poly/35% Combed Cotton | | 100 ea. | x | \$ _____ = | \$ _____ |
| <hr/> | | | | | | |
| | | Mfg. | | | | |
| 24 | Shirt, Short Sleeve 65% Dacron Poly/35% Combed Cotton | | 100 ea. | x | \$ _____ = | \$ _____ |
| <hr/> | | | | | | |
| | | Mfg. | | | | |
| 25 | Uniform Blouse, Short Sleeve 65% Dacron Poly/35% Combed Cotton | | 25 ea. | x | \$ _____ = | \$ _____ |
| <hr/> | | | | | | |
| | | Mfg. | | | | |
| 26 | Smock, 80% Dacron Poly/20% Combed Cotton | | 150 ea. | x | \$ _____ = | \$ _____ |
| <hr/> | | | | | | |
| | | Mfg. | | | | |
| 27 | Uniform Blouse, Short Sleeve, 100% Cotton | | 25 ea. | x | \$ _____ = | \$ _____ |
| <hr/> | | | | | | |

WORK UNIFORMS
BID #036.20.B2

BID PRICE SHEET

| | | | | <u>Unit Cost</u> | <u>Total Cost</u> |
|------------------------|-----------------------------|---------|---|------------------|-------------------|
| <hr/> | | | | | |
| | | Mfg. | | | |
| <u>RAINWEAR</u> | | | | | |
| 28 | Jacket | 75 ea. | x | \$ _____ = | \$ _____ |
| <hr/> | | | | | |
| | | Mfg. | | | |
| 29 | Overalls | 30 ea. | x | \$ _____ = | \$ _____ |
| <hr/> | | | | | |
| | | Mfg. | | | |
| 30 | Footwear - Arctics | 200 ea. | x | \$ _____ = | \$ _____ |
| <hr/> | | | | | |
| | | Mfg. | | | |
| 31 | Over-the-Shoe Slip-On Boots | 50 ea. | x | \$ _____ = | \$ _____ |
| <hr/> | | | | | |
| | | Mfg. | | | |

TOTAL BASE BID \$ _____

WORK UNIFORMS
BID #036.20.B2

BID PRICE SHEET

Cost of screen printed logo, per item (one color) \$ _____

Cost of screen printed logo, per item (three color) \$ _____

Cost of sewn logo emblems, per item (one color) \$ _____

Cost of emblems, per item \$ _____

Percentage add-ons for oversize. Indicate if a higher percentage will be added for 3XL or larger, and/or X-Tall sizes.

UNIFORM ITEMS

Coveralls _____ %

Insulated Coveralls _____ %

Panel Front Jacket _____ %

Lined Sweat Jackets _____ %

V-Neck Sweater _____ %

Sweatshirt _____ %

Tee Shirt _____ %

Tee Shirt - Cotton _____ %

Knit Shirt _____ %

Knit Shirt - Cotton _____ %

1. Pants , Men's - Industrial _____ %

2. Pants - Western Cut _____ %

3. Pants - Cotton _____ %

4. Flannel-Lined _____ %

5. Shorts _____ %

6. Shorts - Cotton _____ %

WORK UNIFORMS

BID #036.20.B2

BID PRICE SHEET

Pants, Women's - Industrial _____ %

Pants, Women's - Cotton _____ %

Shirts, Men's - Short Sleeve, Regular Length _____ %

Short Sleeve, Long Length _____ %

Long Sleeve, Regular Length _____ %

Long Sleeve, Long Length _____ %

1A. Shirt, Women's, Poplin, Long Sleeve _____ %

1B. Shirt, Women's, Poplin, Short Sleeve _____ %

2. Uniform Blouse _____ %

3. Smock _____ %

4. Uniform Blouse, 100% Cotton _____ %

RAINWEAR

Jacket _____ %

Overalls _____ %

Footwear - Arctics _____ %

Over-the-shoe slip-on boots _____ %

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM

**WORK UNIFORMS
BID #036.20.B2**

TOTAL BID PRICE SHEET

The undersigned hereby submits a bid price to furnish and deliver the items as set forth in Bid #002.15.B2. The entire bid document including The General Provisions, Terms and Conditions, Specifications, any addenda, drawings, and the bid price will be part of any resulting contract.

I. PRICE

Having received clarification on all matters upon which any doubt arose, the undersigned proposes to furnish and deliver the requested items for the guaranteed pricing noted below:

Price

Total Base Bid Work Uniforms: \$ _____

(Price in words)

Do you have a service office location within a 50 mile radius of Howard County? YES / NO
(Circle one)

II. COMPANY INFORMATION

Name of company _____ years in business

Street Address

City _____ State _____ Zip _____

Telephone# _____ Fax # _____ Web Page _____

III. CONTACT FOR INSIDE CONTRACT ADMINISTRATION

In the event your firm receives a contract as a result of this Invitation for Bid, please designate an inside person whom we may contact during the period of the contract for prompt contract administration showing:

Name _____ Title _____
Address _____ Phone _____

e-mail _____ Fax _____
Pager/cellular _____

IV. RECEIPT OF ADDENDA

Addendum: _____ Dated: _____ Received:
Addendum: _____ Dated: _____ Received:
Addendum: _____ Dated: _____ Received:



HOWARD COUNTY
PUBLIC SCHOOL SYSTEM
CUSTODIAL SERVICES



THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM

BID SIGNATURE SHEET

A. Bidder's Certification

1. I/we hereby propose to furnish and deliver supplies, equipment, or services, in accordance with specifications and stipulations contained herein, and at the prices quoted. I/we certify that this bid is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same supplies, materials, or equipment and is in all respects fair and without collusion or fraud.
2. I/we certify that this bid is made without having contacted any employee within The Howard County Public School System unless such contacts were previously authorized by the Purchasing Officer.
3. I/we certify that this bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived and agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding and is not in any manner, directly or indirectly, sought by agreement of collusion or communication or conference, with any person to fix the bid prices of the affidavit or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any bidder, or to secure any advantage against the Board of Education of Howard County or any other person interested in the proposed contract; and that all statements in said proposal or bid are true.
4. I/we affirm that this firm will not knowingly employ an individual to work at a school if the individual is a Registered Sexual Offender, pursuant to section 11-722 (C) of the Criminal Procedure Article of the Annotate Code of Maryland. A firm or person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 5 years or a fine not exceeding \$5,000 or both.
5. I hereby certify that I am authorized to sign for the bidder.

B. Vendor/Contractor Disqualification - Bribery

1. A person convicted for bribery, attempted bribery, or conspiracy to bribe shall be disqualified from entering into a contract with any county or other subdivision of the state. Every business entity upon submitting a bid or otherwise applying for a contract shall submit an affidavit stating whether it, its officers, directors, or partners, or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government.

Submitted by:

(company name)

(street address)

(city, state and zip)

(telephone number)

(person authorized to sign bids)

(title of authorized representative)

(signature of authorized representative)

(date)

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM
10910 Clarksville Pike
Ellicott City, Maryland 21042

NO BID REPLY FORM

Sealed Bid For: Work Uniforms

Bid Number: 036.20.B2

Bidder: _____

To assist us in obtaining good competition on our Request for Bids, we ask that each firm that has received an invitation, but does not wish to bid, state their reason(s) below. This information will not preclude receipt of future invitations unless you request removal from the Bidders' List by so indicating below.

Unfortunately, we must offer a "No Bid" at this time because:

- _____ 1. We do not wish to participate in the bid process.
- _____ 2. We do not wish to bid under the terms and conditions of the Request for Sealed Bid document. Our objections are:

- _____ 3. We do not feel we can be competitive.
- _____ 4. We can not submit a bid because of the marketing or franchising policies of the manufacturing company.
- _____ 5. We do not wish to sell to The Howard County Public School System. Our objections are: _____

- _____ 6. We do not sell the item(s)/service(s) requested in the specific specifications.
- _____ 7. Other: _____

- _____ 8. We wish to remain on the Bidders' List.
- _____ 9. We wish to be removed from the Bidders' List for the above stated commodity.