



PHENIX CITY

Alabama

FINANCE DEPARTMENT

601 12th Street | Phenix City, AL 36867 | Ph: 334-448-2730 | Fx: 334-448-2731 | phenixcityal.us

DR. R. GRIFF GORDY
Councilmember At Large

STEVE BAILEY
Councilmember District 1

EDDIE N. LOWE
Mayor

VICKEY CARTER JOHNSON
Councilmember District 2

ARTHUR L. DAY, JR.
Mayor Pro Tem / District 3

WALLACE B. HUNTER, City Manager
MELONY LEE, City Clerk
LABRITA KING COPELAND, Finance Director

DATE: January 31, 2019

TO: All Interested Bidders

RE: Pre-Bid Meeting for City of Phenix City Uniform Bid

The City of Phenix City will be conducting a mandatory Pre-Bid Meeting on **February 27, 2019** from **2 to 4 PM EST**. The meeting will be held at the Martin-Idle Hour Park Community Center, 3743 Moon Lake Drive, Phenix City, AL 36867. The purpose of this meeting is for bidders to display samples for all items they will be bidding and discuss requirements or specifications for all department uniforms. Space may be limited, so please RSVP with the Purchasing Agent at (334) 448-2735 at least five business days prior.

Attached is a Pre-Bid Meeting Sample Form that requires the brand/manufacturer's name and catalog numbers to ensure the City that the display samples are the same items that vendors will be bidding. A vendor may display more than one brand/manufacturer's name, but must provide a Sample Form for each brand. Also, a Vendor Information Sheet is required at this meeting. These forms must be presented to the Purchasing Agent at the Pre-Bid Meeting.

All questions or clarifications concerning this solicitation shall be submitted in writing at least five (5) business days prior to the bid opening. Attached is a Question/Clarification form for your convenience. Bidders shall not contact Department Heads or City of Phenix City employees with questions about solicitations. All written questions must be submitted to the Purchasing Agent by fax (334-448-2731) or email (bjordan@phenixcityal.us).

The City of Phenix City will receive sealed bids until **9:30 AM EST on March 25, 2019** in the Finance Department, 601 12th Street, 2nd Floor, Phenix City, AL 36867. The official bid opening will be at **10:00 AM EST on March 25, 2019** in the Council Chambers at 1111 Broad Street, Phenix City, AL 36867.

Thank you for your participation in the bidding process.

Brittany Jordan
Purchasing Agent

Pre-Bid Meeting Sample Form

Vendor Name: _____

MUST SUBMIT ONE FORM FOR EACH BRAND/MANUFACTURER

Bid A - Public Safety Uniforms		
DESCRIPTION	BRAND/MANUFACTURERS NAME	CATALOG NUMBER
Police-Duty Class A Long Sleeve Shirt		
Police-Duty Class A Long Sleeve Shirt - Plus Size		
Police-Duty Class A Short Sleeve Shirt		
Police-Duty Class A Short Sleeve Shirt - Plus Size		
Police- Duty Class A Pant		
Police- Duty Class A Pant - Plus Size		
Police- Duty Class A Skirt		
Police- Duty Class A Skirt - Plus Size		
Police-Duty Class A Double Brest Dress Coat		
Police-Duty Class A Double Brest Dress Coat - Plus Size		
Police-Duty Class B Women's Long Sleeve Shirt		
Police-Duty Class B Women's Long Sleeve Shirt - Plus Size		
Police-Duty Class B Women's Short Sleeve Shirt		
Police-Duty Class B Women's Short Sleeve Shirt - Plus Size		
Police-Duty Class B Women's Pant		
Police-Duty Class B Women's Pant - Plus Size		
Police-Duty Class B Men's Long Sleeve Shirt		
Police-Duty Class B Men's Long Sleeve Shirt - Plus Size		
Police-Duty Class B Men's Short Sleeve Shirt		
Police-Duty Class B Men's Short Sleeve Shirt - Plus Size		
Police-Duty Class B Men's Pant		

Pre-Bid Meeting Sample Form

Vendor Name: _____

MUST SUBMIT ONE FORM FOR EACH BRAND/MANUFACTURER

Bid A - Public Safety Uniforms		
DESCRIPTION	BRAND/MANUFACTURERS NAME	CATALOG NUMBER
Police-Duty Class B Men's Pant - Plus Size		
Police-Cadet Shirt		
Police-Cadet Shirt - Plus Size		
Police-Cadet Pant		
Police-Cadet Pant - Plus Size		
Police - Tie		
Police - Sample of American Flag and Official Phenix City Police Patch (as indicated in specifications)		
Fire Rescue-Duty Work Short Sleeve Shirt		
Fire Rescue-Duty Work Short Sleeve Shirt - Plus Size		
Fire Rescue-Duty Work Pant		
Fire Rescue-Duty Work Pant - Plus Size		
Fire Rescue - Rescue Belt		
Fire Rescue - Duty Belt		
Fire Rescue-Dress Long Sleeve Shirt		
Fire Rescue-Dress Long Sleeve Shirt - Plus Size		
Fire Rescue-Dress Short Sleeve Shirt		
Fire Rescue-Dress Short Sleeve Shirt - Plus Size		
Fire Rescue - Collar Insignias for dress shirts for rank		
Fire Rescue-Dress Pant		
Fire Rescue-Dress Pant - Plus Size		
Fire Rescue-Dress Jacket		

Pre-Bid Meeting Sample Form

Vendor Name: _____

MUST SUBMIT ONE FORM FOR EACH BRAND/MANUFACTURER

Bid A - Public Safety Uniforms		
DESCRIPTION	BRAND/MANUFACTURERS NAME	CATALOG NUMBER
Fire Rescue-Dress Jacket - Plus Size		
Fire Rescue-Honor Guard Dress Jacket		
Fire Rescue-Honor Guard Dress Jacket - Plus Size		
Fire Rescue-Honor Guard Dress Pant		
Fire Rescue-Honor Guard Dress Pant - Plus Size		
Fire Rescue - Tie		
Fire Rescue - Sam Browne Duty Belt		
Fire Rescue - Ascot		
Fire Rescue - Should Cord		
Fire Rescue - Gloves		
Fire Rescue - Bell Crown Cap		
Fire Rescue - Shoes		
Fire Rescue - Name Plate		
Fire Rescue - Sample of American Flag and Collar insignia patch (per specifications)		
Fire Rescue - Sample of Navy Name and Phenix City Fire Department State Certification Firefighter Badge (per specifications)		

Pre-Bid Meeting Sample Form

Vendor Name: _____

MUST SUBMIT ONE FORM FOR EACH BRAND/MANUFACTURER

Bid B - Public Works Uniforms		
DESCRIPTION	BRAND/MANUFACTURERS NAME	CATALOG NUMBER
Work Short Sleeve Shirt		
Work Short Sleeve Shirt - Plus Size		
Work Long Sleeve Shirt		
Work Long Sleeve Shirt - Plus Size		
Polo Short Sleeve Shirt		
Polo Short Sleeve Shirt - Plus Size		
Polo Long Sleeve Shirt		
Polo Long Sleeve Shirt - Plus Size		
Dress Short Sleeve Shirt		
Dress Short Sleeve Shirt - Plus Size		
Dress Long Sleeve Shirt		
Dress Long Sleeve Shirt - Plus Size		
Cargo Work Pant		
Cargo Work Pant- Plus Size		
Fire Rescue - Work Pant		
Fire Rescue - Work Pant - Plus Size		
Dress Pants		
Dress Pants - Plus Size		
Sample Embroidery - "City of Phenix City" with city logo and department name		

Pre-Bid Meeting Sample Form

Vendor Name: _____

MUST SUBMIT ONE FORM FOR EACH BRAND/MANUFACTURER

Bid C - Activewear (Tee Shirt, Shorts, Sweats)		
DESCRIPTION	BRAND/MANUFACTURERS NAME	CATALOG NUMBER
Fire Rescue-Short Sleeve Tee Shirt		
Fire Rescue-Short Sleeve Tee Shirt - Plus Size		
Sample of "Phenix City Fire/Rescue" patch (as indicated in specifications)		
Sample of "Phenix City Fire/Rescue" in all caps (as indicated in specifications)		
Fire Rescue-Badger Shorts		
Fire Rescue-Badger Shorts - Plus Size		
Sample of "Phenix City Fire/Rescue" reflected silver/gray in all caps (as indicated in specifications)		
Fire Rescue - Sweatshirt		
Fire Rescue - Sweatshirt - Plus Size		
Sample of "Phenix City Fire/Rescue" patch (as indicated in specifications)		
Sample of "Phenix City Fire/Rescue" reflected silver/gray in all caps (as indicated in specifications)		
Fire Rescue-Sweatpants		
Fire Rescue-Sweatpants - Plus Size		
Sample of "Phenix City Fire/Rescue" patch (as indicated in specifications)		
Sample of "Phenix City Fire/Rescue" reflected silver/gray in all caps (as indicated in specifications)		
Fire Rescue -Hydrant Tech Short Sleeve Tee Shirt		
Fire Rescue -Hydrant Tech Short Sleeve Tee Shirt - Plus Size		
Fire Rescue-Hydrant Tech patch logo (as indicated in specifications)		
Long Sleeve Tee Shirt		

Pre-Bid Meeting Sample Form

Vendor Name: _____

MUST SUBMIT ONE FORM FOR EACH BRAND/MANUFACTURER

Bid C - Activewear (Tee Shirt, Shorts, Sweats)		
DESCRIPTION	BRAND/MANUFACTURERS NAME	CATALOG NUMBER
Long Sleeve Tee Shirt - Plus Size		
Short Sleeve Tee Shirt		
Short Sleeve Tee Shirt - Plus Size		
Sample of Sceen Print City Logo		

Bid D - Public Safety Jackets		
DESCRIPTION	BRAND/MANUFACTURERS NAME	CATALOG NUMBER
Police- Winter Jacket		
Police-Winter Jacket - Plus Size		
Police - Sample of American Flag and Official Phenix City Police Batch (as indicated in specifications)		
Fire Rescue-Winter Jacket		
Fire Rescue-Winter Jacket - Plus Size		
Fire Rescue - Sample of American Flag (as indicated in the specifications)		
Fire Rescue - Sample of Phenix City Fire/Rescue Patch (as indicated in specifications)		

Pre-Bid Meeting Sample Form

Vendor Name: _____

MUST SUBMIT ONE FORM FOR EACH BRAND/MANUFACTURER

Bid E - Public Works Jackets		
DESCRIPTION	BRAND/MANUFACTURERS NAME	CATALOG NUMBER
Unlined Lightweight Jacket		
Unlined Lightweight Jacket - Plus Size		
Heavy Jacket		
Heavy Jacket - Plus Size		
Sample of Embroidery "City of Phenix City" with city logo and "Department Name"		

Bid F- Public Safety Coveralls		
DESCRIPTION	BRAND/MANUFACTURERS NAME	CATALOG NUMBER
Fire Rescue-Lightweight Coveralls		
Fire Rescue-Lightweight Coveralls - Plus Size		
Fire Rescue-Heavy Quilt-Lined Insulated Coveralls		
Fire Rescue-Heavy Quilt-Lined Insulated Coveralls - Plus Size		
Fire Rescue - Sample of Phenix City Fire/Rescue Patch (as indicated in the specifications)		

Pre-Bid Meeting Sample Form

Vendor Name: _____

MUST SUBMIT ONE FORM FOR EACH BRAND/MANUFACTURER

Bid G- Public Works Coveralls		
DESCRIPTION	BRAND/MANUFACTURERS NAME	CATALOG NUMBER
Lightweight Coveralls		
Lightweight Coveralls - Plus Size		
Heavy Quilt-Lined Insulated Coveralls		
Heavy Quilt-Lined Insulated Coveralls - Plus Size		
Sample of Embroidery "City of Phenix City" with city logo and "Department Name"		

Bid H - Public Safety Hats, Caps, & Knit/Toboggans Caps		
DESCRIPTION	BRAND/MANUFACTURERS NAME	CATALOG NUMBER
Police-Duty Cap		
Police-Duty Cap - Oversize		
Police-Campaign Hat		
Police-Campaign Hat - Oversize		
Sample of embroidered "PCPD"		
Fire Rescue-Knit/Toboggan		
Fire Rescue-Baseball Cap		
Fire Rescue-Baseball Cap -Oversize		
Sample of SOC flash in red on black		
Sample of 3D embroidery "Phenix City Fire/Rescue" (as indicated in		
Sample of Phoenix Bird (as indicated in specifications)		

Pre-Bid Meeting Sample Form

Vendor Name: _____

MUST SUBMIT ONE FORM FOR EACH BRAND/MANUFACTURER

Bid I - Public Works Hats, Caps, & Knit/Toboggans Caps		
DESCRIPTION	BRAND/MANUFACTURERS NAME	CATALOG NUMBER
Baseball Cap Flex Fit		
Baseball Cap Flex Fit - Oversize		
Baseball Cap Mesh Back		
Baseball Cap Mesh Back -Oversize		
Knit/Toboggan		
Sample of Embroidery "City of Phenix City" with city logo		

Bid J- Public Safety - Safety Items		
DESCRIPTION	BRAND/MANUFACTURERS NAME	CATALOG NUMBER
Police - Rain Jacket		
Police - Rain Jacket - Plus Size		
Police - Rain Jacket Motorcycle		
Police - Rain Jacket Motorcycle - Plus Size		
Police - Rain Pants Motorcycle		
Police - Rain Pants Motorcycle - Plus Size		
Police - Safety Vest		
Police - Safety Vest - Plus Size		
Police - Reflective Traffic Gloves		
Sample of reflective black lettering "POLICE" (as indicated in specifications)		
Fire Rescue - Rain Jacket		
Fire Rescue - Rain Jacket Plus Sizes		

Pre-Bid Meeting Sample Form

Vendor Name: _____

MUST SUBMIT ONE FORM FOR EACH BRAND/MANUFACTURER

Bid J- Public Safety - Safety Items		
DESCRIPTION	BRAND/MANUFACTURERS NAME	CATALOG NUMBER
Fire Rescue - Safety Vest		
Fire Rescue - Safety Vest - Plus Sizes		
Sample of reflective black lettering "FIRE" (as indicated in specifications)		

Bid K- Public Works - Safety Items		
DESCRIPTION	BRAND/MANUFACTURERS NAME	CATALOG NUMBER
Rain Jacket		
Rain Jacket - Plus Sizes		
Hard Hat		
Hard Hat - Oversize		
Sun Hat		
Sun Hat - Oversize		
Safety Vest Day (Class 2)		
Safety Vest Day (Class 2)- Plus Sizes		
Safety Vest Night (Class 3)		
Safety Vest Night (Class 3) - Plus Sizes		
Leather Work Gloves		
Rubber Work Gloves		
Brown Jersey Work Gloves		



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VENDOR INFORMATION SHEET

Company Name: _____

Mailing Address: _____

Sales Contact: _____

Phone Number: _____ Cell Phone: _____

Email Address: _____

Expected Turn-Around Time: _____

For accurate fitting, will you provide samples at no cost to the City? _____

How long may the City have these samples? _____

If there is a need for repair, do you provide this service? _____

Average cost of repairs: _____

What do you consider a small order, and what is your small order charge? _____

Is there any additional information the City needs to know about your company? _____





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DO YOU HAVE QUESTIONS, CONCERNS, OR NEED CLARIFICATION REGARDING THIS SOLICITATION?

Communication concerning any solicitation currently advertised must take place in writing and addressed to the Purchasing Agent.

All questions or clarifications concerning this solicitation shall be submitted in writing. The City will not orally or telephonically address any questions or clarifications regarding specifications or procedures. If a vendor visits or calls the Purchasing Agent with such questions, he or she will be instructed to submit the question(s) in writing.

All contact concerning this solicitation shall be made through the Purchasing Agent. Bidders shall not contact Department Heads or using agencies with questions about solicitations. You must submit the written question(s) to the Purchasing Agent. If it is necessary that a technical question needs addressing, the Purchasing Agent will forward such to the using agency, who will submit a written response.

The Purchasing Agent will forward the written responses to the respective vendor, or, if it becomes necessary to revise part of this solicitation, a written addendum will be issued to all vendors.

The City is not bound by any oral representations, clarifications, or changes made to the written specifications by City employees, unless such clarification or change is provided to the vendors in written addendum form from the Purchasing Agent.

Any request by vendors after a solicitation has been opened and pending award must also be submitted in writing to the Purchasing Agent.



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**Question/Clarification
Fax/Email Form
Uniform Bid**

Date: _____

To: _____

Email: _____

Fax: _____

RE:

I have the following question(s)/concern(s) about the specifications: _____

From (Vendor Name and Representative): _____

Complete Address: _____

Telephone No. _____ Fax No. _____