



# 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

DR. JOHNNIE C. ROBINSON, JR.  
Councilmember District 2

ARTHUR L. DAY, JR.  
Councilmember District 3

WALLACE B. HUNTER, City Manager  
CHARLOTTE L. GOODRICH, City Clerk

STEPHEN C. SMITH, Finance Director | LABRITA KING COPELAND, Assistant Finance Director / Comptroller

DATE: January 19, 2017

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 08, 2017 from 2:00 PM to 4:00 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 their samples for **all items that will be bided** and discuss requirements or specifications for all departments' uniforms. As space may be limited, RSVP with the Finance Department at (334) 448-2735 at least five (5) business days prior to the Pre-Bid meeting to ensure that you will have a space reserved.

Attached is a "Pre-Meeting Bid Sample Form" that requires the brand/manufacturers name and catalog number to insure the City that the **display samples are the same as the vendors bid**. A vendor can display more than one brand/manufacturers name but must provide a "Pre-Meeting Bid 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 this meeting.

All questions or clarifications concerning this solicitation shall be submitted in writing at least five (5) business days (Monday-Friday) prior to the bid opening. Attached is "Question/Clarification" form for your convenience. Bidders shall not contact department heads or City of Phenix City employees with questions about solicitations. All written question(s) must be submitted to the Purchasing Agent by Fax (334) 448-2731.

The City of Phenix City will receive sealed bids until 8:45 AM EST on March 08, 2017 in the Finance Department, 601 12<sup>th</sup> Street, 2<sup>nd</sup> Floor, Phenix City, AL 36867. The official bid opening will be 9:00 AM EST on March 08, 2017 in the City Council Chambers at City Hall, 1111 Broad Street, Phenix City, AL 36867.

If you have any questions contact L. Maria Miley, Purchase Agent, at (334) 448-2735 or email [Lmiley@phenixcityal.us](mailto:Lmiley@phenixcityal.us).

Thank you for your participation in the bidding process.

*L. Maria Miley*

L. Maria Miley  
Purchasing Agent



**PRE-MEETING BID SAMPLES FORM**

VENDOR NAME: \_\_\_\_\_

**MUST SUBMIT ONE FORM FOR EACH BRAND/MANUFACTURER YOU PLAN TO SUBMIT A BID**

<b>Bid A - Public Safety Uniforms</b>			
Item No.		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 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 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-Cadet Shirt		
	Police-Cadet 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 B Women's Pant		
	Police-Duty Class B Women's Pant - Plus Size		
	Police-Duty Class B Men's Pant		
	Police-Duty Class B Men's Pant - Plus Size		
	Police-Cadet Pant		
	Police-Cadet Pant - Plus Size		
	Police-Duty Class A Double Brest Dress Coat		
	Police-Duty Class A Double Brest Dress Coat - Plus Size		
	Police - Tie		
	Police - Sample of American Flag and Official Phenix City Police Patch (as indicated in the		



	specifications)		
	Fire Rescue-Duty Work Long Sleeve Shirt		
	Fire Rescue-Duty Work Long Sleeve Shirt - Plus Size		
	Fire Rescue-Duty Work Short Sleeve Shirt		
	Fire Rescue-Duty Work Short Sleeve Shirt - Plus Size		
	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-Duty Work Pant		
	Fire Rescue-Duty Work Pant - Plus Size		
	Fire Rescue-Dress Pant		
	Fire Rescue-Dress Pant - Plus Size		
	Fire Rescue-Honor Guard Dress Pant		
	Fire Rescue-Honor Guard Dress Pant - Plus Size		
	Fire Rescue-Dress Jacket		
	Fire Rescue-Dress Jacket - Plus Size		
	Fire Rescue-Honor Guard Dress Jacket		
	Fire Rescue-Honor Guard Dress Jacket - Plus Size		
	Fire Rescue - Tie		
	Fire Rescue - Rescue Belt		
	Fire Rescue - Pistol Belt		
	Fire Rescue - Ascot		
	Fire Rescue - Should Cord		
	Fire Rescue - Gloves		
	Fire Rescue - Collar Insignias for dress shirts for rank		
	Fire Rescue - Sample of American Flag and Collar insignia patch (as indicated in the specifications)		
	Fire Rescue - Sample of Navy Name and Phenix City Fire Department State Certification Firefighter Badge (as indicated in the specifications)		



VENDOR NAME: \_\_\_\_\_

**MUST SUBMIT ONE FORM FOR EACH BRAND/MANUFACTURER YOU PLAN TO SUBMIT A BID**

<b>Bid B - Public Works Uniforms</b>			
Item No.		BRAND/MANUFACTURERS	CATALOG NUMBER
	Work Long Sleeve Shirt		
	Work Long Sleeve Shirt - Plus Size		
	Work Short Sleeve Shirt		
	Work Short Sleeve Shirt - Plus Size		
	Dress Long Sleeve Shirt		
	Dress Long Sleeve Shirt - Plus Size		
	Dress Short Sleeve Shirt		
	Dress Short Sleeve Shirt - Plus Size		
	Polo Long Sleeve Shirt		
	Polo Long Sleeve Shirt - Plus Size		
	Polo Short Sleeve Shirt		
	Polo Short Sleeve Shirt - Plus Size		
	Cargo Work Pant		
	Cargo Work Pant- Plus Size		
	Dress Pants		
	Dress Pants - Plus Size		
	Sample of Embroidery "City of Phenix City" with city logo and "Department Name"		



VENDOR NAME: \_\_\_\_\_

**MUST SUBMIT ONE FORM FOR EACH BRAND/MANUFACTURER YOU PLAN TO SUBMIT A BID**

<b>Bid C - Active Wear (Tee Shirt, Shorts, Sweatshirt and Sweatpants)</b>			
Item No.		BRAND/MANUFACTURERS	CATALOG NUMBER
	Fire Rescue-Short Sleeve Tee Shirt		
	Fire Rescue-Short Sleeve Tee Shirt - Plus Size		
	Fire Rescue-Long Sleeve Tee Shirt		
	Fire Rescue-Long Sleeve Tee Shirt - Plus Size		
	Sample of "Phenix City Fire/Rescue" patch (as indicated in the specifications)		
	Sample of "Phenix City Fire/Rescue" in all caps (as indicated in the 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 the specifications)		
	Fire Rescue - Sweatshirt		
	Fire Rescue - Sweatshirt - Plus Size		
	Sample of "Phenix City Fire/Rescue" patch (as indicated in the specifications)		
	Sample of "Phenix City Fire/Rescue" in reflected silver/gray in all caps (as indicated in the specifications)		
	Fire Rescue-Sweatpants		
	Fire Rescue-Sweatpants - Plus Size		
	Sample of "Phenix City Fire/Rescue" patch (as indicated in the specifications)		
	Sample of "Phenix City Fire/Rescue" in reflected silver/gray in all caps (as indicated in the 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 the specifications)		
	Long Sleeve Tee Shirt		
	Long Sleeve Tee Shirt - Plus Size		



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	Short Sleeve Tee Shirt		
	Short Sleeve Tee Shirt - Plus Size		
	Sample of Screen Print City Logo		



VENDOR NAME: \_\_\_\_\_

**MUST SUBMIT ONE FORM FOR EACH BRAND/MANUFACTURER YOU PLAN TO SUBMIT A BID**

<b>Bid D - Public Safety Jackets</b>			
Item No.		BRAND/MANUFACTURERS	CATALOG NUMBER
	Police- Winter Jacket		
	Police-Winter Jacket - Plus Size		
	Police - Sample of American Flag and Official Phenix City Police Patch (as indicated in the 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 the specifications)		



VENDOR NAME: \_\_\_\_\_

**MUST SUBMIT ONE FORM FOR EACH BRAND/MANUFACTURER YOU PLAN TO SUBMIT A BID**

<b>Bid E - Public Works Jackets</b>			
Item No.		BRAND/MANUFACTURERS	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"		





VENDOR NAME: \_\_\_\_\_

**MUST SUBMIT ONE FORM FOR EACH BRAND/MANUFACTURER YOU PLAN TO SUBMIT A BID**

<b>Bid F- Public Safety Coveralls</b>			
Item No.		BRAND/MANUFACTURERS	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)		



VENDOR NAME: \_\_\_\_\_

**MUST SUBMIT ONE FORM FOR EACH BRAND/MANUFACTURER YOU PLAN TO SUBMIT A BID**

<b>Bid G- Public Works Coveralls</b>			
Item No.		BRAND/MANUFACTURERS	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"		



VENDOR NAME: \_\_\_\_\_

**MUST SUBMIT ONE FORM FOR EACH BRAND/MANUFACTURER YOU PLAN TO SUBMIT A BID**

<b>Bid H - Public Safety Hats, Caps, &amp; Knit/Toboggans Caps</b>			
Item No.		BRAND/MANUFACTURERS	CATALOG NUMBER
	Police-Duty Cap		
	Police-Duty Cap - Oversize		
	Police-Campaign Hat		
	Police-Campaign Hat -Oversize		
	Sample of Embroiding "PCPD"		
	Fire Rescuer-Beret		
	Fire Rescuer-Beret - Oversize		
	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 specifications)		
	Sample of Phoenix Bird (as indicated in specifications)		



VENDOR NAME: \_\_\_\_\_

**MUST SUBMIT ONE FORM FOR EACH BRAND/MANUFACTURER YOU PLAN TO SUBMIT A BID**

<b>Bid I - Public Works Hats, Caps, &amp; Knit/Toboggans Caps</b>			
Item No.		BRAND/MANUFACTURERS	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		



VENDOR NAME: \_\_\_\_\_

**MUST SUBMIT ONE FORM FOR EACH BRAND/MANUFACTURER YOU PLAN TO SUBMIT A BID**

<b>Bid J- Public Safety - Safety Items</b>			
Item No.		BRAND/MANUFACTURERS	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		
	Fire Rescue - Safety Vest		
	Fire Rescue - Safety Vest - Plus Sizes		
	Sample of reflective black lettering "FIRE" (as indicated in specifications)		



VENDOR NAME: \_\_\_\_\_

**MUST SUBMIT ONE FORM FOR EACH BRAND/MANUFACTURER YOU PLAN TO SUBMIT A BID**

<b>Bid K- Public Works - Safety Items</b>			
Item No.		BRAND/MANUFACTURERS	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		



**VENDOR INFORMATION SHEET**

COMPANY NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

SALES CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_

WHAT WILL BE YOUR TURN AROUND TIME? \_\_\_\_\_

FOR ACCURATE FITTING, WILL YOU PROVIDE SAMPLES? \_\_\_\_\_

HOW LONG WILL THE CITY HAVE THESE SAMPLES? \_\_\_\_\_

THESE SAMPLES WILL BE AT NO COST TO THE CITY: \_\_\_\_\_

NEED FOR REPAIR, DO YOU PROVIDE?: \_\_\_\_\_

IS THERE A COST FOR THESE REPAIRS?: \_\_\_\_\_

WHAT DO YOU CONSIDER A SMALL ORDER?: \_\_\_\_\_

WILL THERE BE A CHARGE FOR A SMALL ORDER?: \_\_\_\_\_

ANY ADDITIONAL INFORMATION THE CITY OF PHENIX CITY NEEDS TO KNOW ABOUT YOUR COMPANY

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## **DO YOU HAVE QUESTIONS, CONCERNS, OR NEED CLARIFICATION ABOUT 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 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'S 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.





**QUESTION / CLARIFICATION**

**FAX FORM**

Date: \_\_\_\_\_

To: \_\_\_\_\_

Email: \_\_\_\_\_

Fax #: \_\_\_\_\_

RE: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_

Vendor Name

\_\_\_\_\_

Representative