



**City of Pompano Beach, Purchasing Division  
1190 N.E. 3rd Avenue, Building C  
Pompano Beach, Florida, 33060**

June 12, 2013

**ADDENDUM #2, Request for Quotation Q-13-031T  
Utilities Department Uniforms, Annual Contract**

To Whom It May Concern,

Please review the following questions and City responses regarding the above Request for Quotation solicitation.

1. Please advise the colors for the tee shirts & imprint colors on the shirts.

Response: Tee shirts will be embroidered (no screen printing.) See revised solicitation included with this addendum for details of shirt and embroidery colors.

2. Ladies Anvil polo no longer available. Please advise.

Response: This item has been deleted from the bid. See revised solicitation included with this addendum.

3. Outer Banks is out of business and shirts no longer available. Need substitute style.

Response: The Outer Banks items have been deleted from the bid. See revised solicitation included with this addendum.

4. Anvil tee shirts will no longer be available depending on order date. Need substitute style.

Response: For this item, the City will accept alternate brands. Bidders are to identify the brand and style number proposed. Proposed alternates must be equivalent to the specified Anvil Style No. 911. See revised solicitation included with this addendum.

5. For this quote for the t-shirts that will be printed with the "Florida Warmest Welcome" logo, how many colors on the logo?

Response: All shirts are to be embroidered, no screen printing is required. See revised solicitation included with this addendum.

The **deadline for receipt of quotations has been extended to 2:00 p.m. (local), June 19, 2013**, in the City's Purchasing Office, 1190 N.E. 3rd Avenue, Building C, Pompano Beach, Florida, 33060.

Quoters should acknowledge receipt of this Addendum in the area provided on the Proposal signature page.

Very truly yours,

Leeta Hardin  
General Services Director

Enclosure (revised RFQ)

cc: website  
file



**City of Pompano Beach, Purchasing Division  
1190 N.E. 3rd Avenue, Building C  
Pompano Beach, Florida, 33060**

**QUOTE Q-13-031T – UTILITIES DEPARTMENT UNIFORMS, ANNUAL CONTRACT**

June 12, 2013

The City of Pompano Beach is currently soliciting bids to establish an open-end contract for the purchase of uniforms for the Utilities Department, as needed. Sealed bids will be received until 2:00 p.m. (local), June 19, 2013, in the Purchasing office at 1190 North East 3rd Avenue, Building C, Pompano Beach, Florida. These bids will then be publicly opened at the above time and date in the presence of City officials. Bid openings are open to the public. All bidders and/or their representatives are invited to be present. Bids may not be submitted by facsimile.

Once opened, the quote will be tabulated, evaluated, and presented to the appropriate City officials for contract award.

If you need any additional information regarding this bid, please contact Tammy Thompkins, Buyer, at (954) 786-4098.

**SECTION I - SPECIFICATIONS/SPECIAL CONDITIONS**

**A. Intent**

The intent of this bid is to establish an annual, open-end contract for the purchase of uniform items for the Utilities Department, delivered, as and when needed.

This bid is being solicited for items required by the Utilities Department; however, other City departments may also require similar items in the future and will be entitled to use the contract prices established by this bid.

**B. Contract Period**

The initial contract period shall be one year, commencing upon award by the appropriate City officials.

The City reserves the right to renew this agreement for two (2) additional one-year periods subject to vendor acceptance, satisfactory performance, and determination that renewal will be in the best interest of the City. All terms, prices and conditions shall remain firm for the initial period of the contract, and any renewal period.

In the event delivery/service is scheduled to end because of the expiration of this contract, the Contractor shall continue to deliver/service upon the request of the General Services Director. The extension period shall not extend for more than ninety (90) days beyond the expiration date of the existing contract. The Contractor shall be compensated for the product/service at the rate in effect when this extension clause is invoked by the City.

C. Quantities

No warranty or guarantee is given or implied as to the total amount to be purchased as a result of this contract. The quantities stated in this bid are estimates of annual usage, to be used for bid comparison purposes only. Uniform items will be ordered as needed.

D. Basis of Award

Award will be made to the lowest responsive, responsible bidder based on the grand total.

All items included on the Proposal form must be priced.

E. Pricing

All prices bid shall be F.O.B. destination/delivered to the Utilities Administration Department, 1205 N.E. 5th Avenue, Pompano Beach, FL 33060.

Firm unit pricing shall be bid for the specific items identified in this bid.

Bidders shall also state the percentage discount to be allowed for any other item included in their catalog. The Utilities Department may order small quantities of various non-specified styles throughout the year. Upon award, multiple copies of catalogs may be required and the vendor shall furnish upon request.

F. Delivery

Delivery time for all garments specified herein shall not exceed twenty-one (21) calendar days after receipt of an order.

Bidders are to state the number of calendar days after receipt of an order required for delivery. The City seeks a source of supply that will provide accurate and timely delivery. The awarded bidder must adhere to delivery schedules. If, in the opinion of the General Services Director, the successful bidder(s) fail at any time to meet the requirements herein, including the delivery requirements, then the contract may be cancelled upon written notice. See Section II - General Conditions, (6) "Delivery," and (10) "Default," for additional information.

G. Addenda

The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this Bid solicitation the City will attempt to notify all known prospective Bidders, however, it shall be the responsibility of each Bidder, prior to submitting their bid, to contact the City Purchasing Office at (954) 786-4098 to determine if addenda were issued and to make such addenda a part of their Bid proposal. Addenda will be posted to the City's website.

H. Cost Adjustments

The cost for all items provided under this contract shall remain firm for the first year of the contract. Costs for any extension term years shall be subject to an adjustment only if increases occur in the industry. However, unless very unusual and significant changes have occurred in the industry, such increases shall not exceed 5% per year or, whichever is less, the latest yearly percentage increase in the All Urban Consumers Price Index (CPU-U) (All Items), as published by the Bureau of Labor Statistics, U.S. Department of Labor. The yearly increase, or decrease in the CPI shall be that latest index published and available ninety (90) days prior to the end of the contract year then in effect compared to the index for the same month one year prior. Any requested price increase shall be fully documented and submitted to the City at least ninety days prior to the contract anniversary date. Any approved cost adjustments shall become effective upon the anniversary date of the contract. In the event the CPI or industry costs decline, the City shall have the right to receive from the contractor a reasonable reduction in costs that reflect such cost changes in the industry. The City may, after examination, refuse to accept the adjusted prices if they are not properly documented, increases are considered to be excessive, or any decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted prices and the matter cannot be resolved to the satisfaction of the City, the contract can be cancelled by the City upon giving thirty (30) days written notice to the Contractor.

I. References

Bidders are to provide reference information in their bid proposal for other customers that currently, or have in the past, purchased an assortment and quantity of items similar to those contained in this bid, from your firm. Bidders must have experience in fulfilling similar contracts in order to be considered responsible.

J. Service Required

Successful bidder shall provide the following services at no extra charge:

Measuring of employees for accurate ordering. Hemming trousers at time of order. The services of measuring and fitting must be performed at the Utilities Department offices.

K. Brands/Styles

Unless the statement "or approved equal" is included next to the bid item, bids will only be accepted for the specified brands and styles specified.

**L. Item Specifications****1. The following items may be required.****a. Men's Shirt**

Jonathan Corey Polo Style No. 100, 6.8 oz. 100% pima cotton pique, Standard Sizes (XS-XL) and Extended Sizes (2-3XL)

Port Authority polo with pocket Style No. K500P, 5 oz. 65% polyester/35% cotton pique, (XS-XL) and Extended Sizes (2-3XL)

Anvil (or approved equal) heavyweight tee with pocket Style No. 911P, 5.4 oz. 100% cotton, (XS-XL) and Extended Sizes (2-6XL)

Men's Hanes LS tee with pocket Style No. 5596, 6 oz. 100% cotton jersey, Standard Sizes (XS-XL) and Extended Sizes (2-6XL)

Men's Stedman Polo with Pocket Style Style No. 504, 5.2 oz. 50% cotton/50% polyester jersey, Standard Sizes (XS-XL) and Extended Sizes (2-6XL)

Men's Port Authority Silk Touch LS Polo Style No. K500LS, 5 oz. 65% polyester/35% cotton pique, Standard Sizes (XS-XL) and Extended Sizes (2-6XL)

Gildan SS tee with pocket Style No. 2300, 6.1 oz. 100% cotton, Standard Sizes (XS-XL) and Extended Sizes (2-3XL)

Gildan LS tee with pocket Style No. 2410, 6.1 oz. 100% cotton, Standard Sizes (XS-XL) and Extended Sizes (2-3XL)

Jerzee SS Polo with pocket Style No. 436MP, 5.6 oz. 50% cotton/50% polyester, Standard Sizes (XS-XL) and Extended Sizes (2-3XL)

Port Authority LS Polo with pocket Style No. K500LSP, 5 oz. 65% polyester/35% cotton pique, Standard Sizes (XS- XL) and Extended Sizes (2-3 XL)

Red Kap SS Button Front shirt Style No. SP24, 65% polyester/35% cotton, Standard Sizes (XS-XL) and Extended Sizes (2-3 XL)

Red Kap LS Button Front Shirt Style No. SP14, 65% polyester/35% cotton, Standard Sizes (XS-XL) and Extended Sizes (2-3XL)

**b. Men's Pant & Short**

Edwards Regular Fit Pant, Flat Front, Style No. 2510, 65% polyester/35% cotton, Standard Waist Sizes (28-42)

Edwards Regular Fit Pant, Pleated Front, Style No. 2610, 65% polyester/35% cotton, Standard Waist Sizes (28-42)

Edwards Regular Fit Short, Pleated Front Style No. 2410, 65% polyester/35% cotton, Standard Waist Sizes (28-42)

c. Women's Shirt

Izod Silkwash Style No. 13Z063, 6.5 oz. 96% Cotton/4% spandex pique, Standard Sizes (XS-XL)

d. Sweaters/Jackets/Hats

Company Casuals (Port Authority) Microfiber Jacket, Style No. J730, brushed microfiber shell poly/cotton body lining, Sizes S-3XL

Ottocap Sock Hat Style No. 82-404 knit beanie cap 12" 100% acrylic, One size fits all, Black; embroidered with "Florida's Warmest Welcome" logo and "Utilities" below in white thread.

2. Packaging: Items shall be delivered in separate packages labeled with each employee's name.
3. Any item that is delivered with damage will not be accepted, and must be replaced within ten days after notification that a replacement is required. Vendor must retrieve any rejected items.
4. Shirts will either be embroidered with color "Florida's Warmest Welcome" logo approximately 3.5"x2.5"; approximate number of stitches 18,500 (multiple thread colors, Pantone 348, Pantone 7459, Pantone 130, Pantone 346, black.) with "Utilities" embroidered under the logo in a single color thread, or with the "OASIS" logo. Price bid for each shirt to include embroidery.

"OASIS" logo has multiple thread colors: Pantone 320 U (teal), 254 U (purple), 1545 U (brown), 361 U (green.) You may view the Oasis logo on this Utilities Department webpage: [http://mypompanobeach.org/pages/department\\_directory/utilities\\_department/utilities\\_faq/utilities\\_faq.html.php](http://mypompanobeach.org/pages/department_directory/utilities_department/utilities_faq/utilities_faq.html.php)

Tee shirts will be ordered in various colors (grey, white, or navy blue,) and embroidered with "Florida's Warmest Welcome" logo with "Utilities" below. Dark color shirts will be embroidered in white, light color shirts will be embroidered in black or navy, and white shirts will be embroidered in full color.

Sweaters and jackets will be ordered from available colors. Price bid for each sweater and jacket to include embroidery. Black/navy garments must be embroidered in solid white thread, pastel color garments may be embroidered with the color logo, as described above.

5. City will provide selected vendor the art work for logos in an eps file.
6. Price bid for each pant to include hemming.

M. Questions and Communication

All questions regarding the solicitation are to be submitted in writing to the Purchasing Office, 1190 N.E. 3rd Avenue, Building C (Front), Pompano Beach, Florida 33060, fax (954) 786-4168 or email [purchasing@copbfl.com](mailto:purchasing@copbfl.com). All questions must include the inquiring firm's name, address, telephone number and solicitation name and number. Questions must be received at least seven (7) calendar days before the scheduled solicitation opening. Oral and other interpretations or clarifications will be without legal effect. Any addendum necessary to answer questions will be posted to the City's website, and it is the Bidder's responsibility to obtain all addenda before submitting a response to the solicitation.

SECTION II - PROPOSAL

**IMPORTANT!!!** – QUOTATION MUST BE SIGNED FOR QUOTE TO BE CONSIDERED, PER GENERAL CONDITIONS SECTION 3

Note: Price bid for each specified item to include embroidery as specified; pant price to include hemming.

Item No.	Estimated Annual Quantity	Description	Unit Price	Total
1.	5	Men’s Jonathan Corey Polo Style No. 100, standard sizes (S-XL)	\$ _____	\$ _____
2.	10	Men’s Port Authority Polo with pocket Style No. K500P, standard sizes (XS-XL)	\$ _____	\$ _____
3.	16	Men’s Anvil (or approved equal) tee with pocket Style No. 911P, standard sizes (XS-XL)	\$ _____	\$ _____
		Identify brand/style bid: _____		
4.	60	Men’s Anvil (or approved equal) tee with pocket Style No. 911P, sizes (2-4XL)	\$ _____	\$ _____
		Identify brand/style bid: _____		
5.	14	Men’s Hanes LS tee with pocket Style No. 5596, standard sizes (XS-XL)	\$ _____	\$ _____
6.	25	Men’s Hanes LS tee with pocket Style No. 5596, sizes (2-3XL)	\$ _____	\$ _____
7.	14	Men’s Stedman polo with pocket Style No. 504, standard sizes (XS-XL)	\$ _____	\$ _____
8.	18	Men’s Stedman polo with pocket Style No. 504, sizes (2-4XL)	\$ _____	\$ _____
9.	11	Men’s Port Authority LS polo Style No. K500LS, standard sizes (S-XL)	\$ _____	\$ _____

10.	9	Men's Port Authority LS polo Style No. K500LS, sizes (2-4XL)	\$ _____	\$ _____
11.	58	Men's Gildan SS tee with pocket Style No. 2300, standard sizes (S-XL)	\$ _____	\$ _____
12.	15	Men's Gildan SS tee with pocket Style No. 2300, sizes (2-4XL)	\$ _____	\$ _____
13.	23	Men's Gildan LS tee with pocket Style No. 2410, standard sizes (S-XL)	\$ _____	\$ _____
14.	7	Men's Gildan LS tee with pocket Style No. 2410, sizes 2-4XL)	\$ _____	\$ _____
15.	33	Men's Jerzee polo with pocket Style No. 436MP, standard sizes (S-XL)	\$ _____	\$ _____
16.	12	Men's Jerzee polo with pocket Style No. 436MP, sizes (2-4XL)	\$ _____	\$ _____
17.	15	Men's Port Authority LS polo with pocket Style No. K500LSP, standard sizes (S-XL)	\$ _____	\$ _____
18.	6	Men's Port Authority LS polo with pocket Style No. K500LSP, sizes (2-4XL)	\$ _____	\$ _____
19.	6	Men's Red Kap SS shirt Style No. SP24, standard sizes (S-XL)	\$ _____	\$ _____
20.	2	Men's Red Kap SS shirt Style No. SP24, sizes (2-4XL)	\$ _____	\$ _____
21.	25	Men's Red Kap LS shirt Style No. SP14, standard sizes (S-XL)	\$ _____	\$ _____
22.	23	Men's Edwards flat front pant Style No. 2510, standard waist sizes (28-42)	\$ _____	\$ _____
23.	30	Men's Edwards pleated front pant Style No. 2610, standard waist sizes (28-42)	\$ _____	\$ _____

24.	12	Men's Edwards pleated front short Style No. 2410, standard waist sizes (28-42)	\$ _____	\$ _____
25.	5	Women's Izod polo Style No. 13Z063, standard sizes (XS-XL)	\$ _____	\$ _____
26.	8	Men's Company Casuals microfiber jacket Style No. J730, size (S-3XL)	\$ _____	\$ _____
27.	50	Ottocap sock hat Style No. 82-404	\$ _____	\$ _____
		GRAND TOTAL .....		\$ _____

State percentage discount to be allowed for any other item included in your catalog(s): \_\_\_\_\_%

Cost to embroider "Florida's Warmest Welcome" (multiple color) and "Utilities Department" (single color) on a non-specified shirt/jacket (miscellaneous item from the catalog):  
\$ \_\_\_\_\_/each

Cost to embroider "OASIS" logo (multiple color) on a non-specified shirt/jacket (miscellaneous item from the catalog):  
\$ \_\_\_\_\_/each

Cost to embroider "Florida's Warmest Welcome" (white) and "Utilities Department" (white) on a non-specified shirt/jacket (miscellaneous item from the catalog):  
\$ \_\_\_\_\_/each

Conflict of Interest: For purposes of determining any possible conflict of interest, all bidders must disclose if any City of Pompano Beach employee is also an owner, corporate officer, or employee of their business. Indicate either "Yes" (a City employee is also associated with your business), or "No". If yes, give person(s) name(s) and position(s) with your business. (Note: If answer is "Yes", you must file a statement with the Supervisor of Elections, pursuant to Florida Statutes 112.313.)

No \_\_\_ Yes \_\_\_ Name & position \_\_\_\_\_

Drug-Free Workplace: Whenever two or more bids which are equal with respect to price, quality, and service are received for the procurement of commodities or contractual service, a bid received from a business that certifies that it has implemented a Drug-free Workplace Program shall be given preference in the award process. If bidder's company has a Drug-free Workplace Program as outlined in General Conditions, section 32, so certify below:

Yes, bidder has a drug-free workplace program \_\_\_ No \_\_\_\_\_

Name & address of company submitting bid:

.....  
.....  
..... zip .....

Federal Employer Identification #: .....

Telephone number: ..... Fax number: .....

Email: .....

Manual signature of company officer: .....

IMPORTANT!!! -- SIGN IN BOX ABOVE ↑, TYPE OR PRINT NAME BELOW ↓

Signer's name (typed or printed): .....

Title of signer: .....

**SECTION III - GENERAL CONDITIONS**

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| <p>1. Submission and Receipt of Bids/Quotes</p> <p>1.1. Bidders must use the form furnished by the City.</p> <p>1.2. Bids/Quotes having any erasures or corrections must be initialed by the bidder in ink. Bid shall be typewritten or filled in with pen and ink. Manual signature must be in ink.</p> <p>1.3. It will be the sole responsibility of the bidder to have their bid delivered to the Purchasing office before the closing hour and date shown for receipt of Bids/Quotes.</p> <p>1.4. Your sealed bid envelope should show the following information:</p> <p>1.4.1. Your return mailing address in the upper left-hand corner.</p> <p>1.4.2. Bid Number - write or type the bid number that appears on the first page of the bid form on the line for it on the front of the envelope.</p> <p>1.4.3. Bid Items - write or type the title of the bid on line "Sealed bid for: _____".</p> <p>1.5. Use the following address for delivery of Bids/Quotes:<br/><br/>City of Pompano Beach<br/>Purchasing Division<br/>1190 N.E. 3rd Avenue, Building C<br/>Pompano Beach, FL 33060</p> <p>1.6. Late Bids/Quotes will not be considered and will be returned unopened.</p> <p>1.7. Bids/Quotes transmitted by email or facsimile will not be accepted.</p> <p>2. Completion of Bid Forms</p> <p>Bidder is to fill in all of the blank spaces on the bid forms and return all numbered pages. Bidder should initial each page at the bottom to indicate he has read and understands the provisions contained on that page.</p> <p>3. Signature Required</p> <p>All Bids/Quotes must show the company name and be signed by a company officer or employee who has the authority to bind the company or firm by their signature. <b>UNSIGNED BIDS/QUOTES WILL BE REJECTED.</b> All manual signatures must be original - no rubber stamp, photocopy, etc.</p> <p>4. Prices to be Firm</p> <p>Bidder certifies that prices, terms and conditions in the bid will be firm for acceptance for a period of ninety (90) days from the date of bid opening unless otherwise stated by the City. Bids/Quotes may not be withdrawn before the expiration of ninety (90) days. Prices shall be firm, with no escalator clauses unless specified by the City. Bids/Quotes may be withdrawn after ninety (90) days only upon written notification to the City.</p> | <p>5. Extensions</p> <p>If there is an error in extensions (mathematical calculations), unit prices will prevail.</p> <p>6. Delivery</p> <p>6.1. All items are to be bid F.O.B. delivered with freight charges prepaid and included, to designated addresses as specified by the City on its purchase order(s) or in letter(s) of authorization.</p> <p>6.2. Bidder must state specific number of calendar days required for delivery of each item bid in appropriate space on the bid pages for consideration of award of this bid.</p> <p>6.3. Delivery time will be a factor for any orders placed as a result of this bid. The City reserves the right to cancel such order(s) or any part thereof, without obligation, if delivery is not made within the time(s) specified herein and hold the vendor in default. (See Section 10.)</p> <p>7. Signed Bid Considered an Offer</p> <p>This signed bid is considered an offer on the part of the bidder, which offer shall be considered accepted upon approval by the City Commission of the City of Pompano Beach (if required). The City of Pompano Beach will issue a purchase order or a letter of authorization to the successful bidder, as authorization for delivery of the items awarded subject to requirements of detailed specifications and those contained herein.</p> <p>In the event of default on the part of the bidder after such acceptance, the City may take such action as it deems appropriate including legal action for damages or specific performance.</p> <p>8. Quality</p> <p>All materials used for the manufacture or construction of any supplies, materials or equipment covered by this bid shall be new. The items bid must be new, the latest model, of the best quality and highest grade workmanship unless otherwise specified in this bid by the City.</p> <p>9. Brand Names</p> <p>Whenever proprietary names are used, (whether or not followed by the words "or approved equal"), the item(s) will be subject to acceptance and/or approval by authorized City personnel, and said personnel will deem it their prerogative to select the item(s) which are lowest bid, item by item, meeting specifications from the information furnished by the bidder with the bid and/or sample inspection or testing of the item(s) called for herein.</p> <p>10. Default Provisions</p> |
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- In the event of default by the bidder, the City reserves the right to procure the item(s) bid from other sources and will hold the bidder responsible for excess costs incurred as a result. A contractor who defaults on a City contract may be banned from doing business with the City for a period of 36 months from the date of default.
11. **Samples**  
 Samples, when requested, must be furnished at, or before, bid opening, (unless otherwise specified), and will be delivered at no charge to the City. If not used and/or destroyed in testing, said sample(s) will, at bidder's request, be returned within thirty (30) days of bid award at bidder's expense. If requested by the City, samples and/or inspection of like items are to be made available in the southeast Florida area.
12. **Acceptance of Materials**  
 The material delivered as a result of this bid shall remain the property of the seller until a physical inspection and actual usage of the item(s) is made and thereafter deemed acceptable to the satisfaction of the City, in compliance with the terms and specifications contained herein. In the event that the item(s) supplied to the City is/are found to be defective, or does/do not conform to specifications, the City reserves the right to cancel the order upon written notice to the seller and return the item(s) to the seller at the seller's expense.
13. **Manufacturers' Certifications**  
 The City reserves the right to obtain separate manufacturer certification of all statements made in the bid.
14. **Copyrights and Patent Rights**  
 Bidder warrants that there has been no violation of copyrights or patent rights in manufacturing, producing and/or selling the item(s) ordered or shipped as a result of this bid, and successful bidder agrees to hold the City harmless from any and all liability, loss or expense by any such violation.
15. **Laws and Regulations**  
 All applicable laws and regulations of the Federal government, the State of Florida, and ordinances of the City of Pompano Beach will apply to any resulting bid award.
16. **Taxes**  
 The City of Pompano Beach is exempt from any taxes imposed by the State and Federal government. Exemption certificates will be provided upon request. State sales tax exemption certificate #85 8012621672C-6 and Federal exemption tax #59 74 0083K apply and appear on each purchase order.
17. **Conflict of Instructions**  
 If a conflict exists between the General Conditions and instructions contained herein, and the Specific
- Conditions and instructions contained herein, the specifics shall govern.
18. **Exceptions to Specifications**  
 For purposes of evaluation, bidder must indicate any exception to the specifications, terms, and/or conditions, no matter how minor. This includes any agreement or contract forms supplied by the bidder that are required to be signed by the City. If exceptions are not stated by the bidder, in his bid, it will be understood that the item(s)/services fully comply with the specifications, terms and/or conditions stated by the City. Exceptions are to be listed by the bidder on an attachment included with his bid. The City will not determine exceptions based on a review of any attached sales or manufacturer's literature.
19. **Warranties**  
 The City of Pompano Beach will not accept any disclaimer of the warranties of merchantability and fitness for a particular purpose for the product(s) offered. Proposals will clearly state any additional warranties and guarantees against defective materials and workmanship. A copy of the complete manufacturer's warranty statement is to be submitted with the bid.
20. **Retention of Records and Right to Access Clause**  
 The successful bidder shall preserve and make available all financial records, supporting documents, statistical records, and any other documents pertinent to this contract for a period of five (5) years after termination of this contract; or if an audit has been initiated and audit findings have not been resolved at the end of these five (5) years, the records shall be retained until resolution of audit finding.
21. **Qualifications/Inspection**  
 Bids/Quotes will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The City reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The General Services Director reserves the right to reject Bids/Quotes where evidence or evaluation is determined to indicate inability to perform.
22. **Anti-collusion Statement**  
 By submitting this bid, the bidder affirms that this bid is without previous understanding, agreement, or connection with any person, business, or corporation submitting a bid for the same materials, supplies, or equipment, and that this bid is in all respects fair, and without collusion or fraud.
- Additionally, bidder agrees to abide by all conditions of this bid and certifies that they are authorized to sign this bid for the bidder. In submitting a bid to the City of Pompano Beach, the bidder offers and agrees that if the bid is accepted, the bidder will convey, sell, assign or transfer to the City of Pompano Beach all rights, title

- and interest in and to all causes of action it may now or hereafter acquire under the Anti trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the City of Pompano Beach. At the City's discretion, such assignment shall be made and become effective at the time the City tenders final payment to the bidder.
23. Indemnification  
Contractor covenants and agrees that it will indemnify and hold harmless the City and all of the City's officers, agents, and employees from any claim, loss, damage, costs, charge or expense arising out of any act, action, neglect or omission by contractor during the performance of the contract, whether direct, or indirect, and whether to any person or property to which the City of said parties may be subject, except that neither the contractor nor any of its sub-contractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of City or any of its officers, agents, or employees.
24. Reservation for Rejections and Award  
The City reserves the right to accept or reject any or all Bids/Quotes or parts of Bids/Quotes, to waive irregularities and technicalities, and to request re-Bids/Quotes. The City also reserves the right to award the contract on such items the City deems will best serve the interests of the City. The City further reserves the right to award the contract on a "split order" basis, or such combination as shall best serve the interests of the City unless otherwise specified.
25. Interpretations  
Any questions concerning the conditions and specifications contained in this bid should be submitted in writing and received by the Purchasing Division no later than seven (7) calendar days prior to the bid opening. The City of Pompano Beach shall not be responsible for oral interpretations given by any City personnel or representative or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.
26. Failure to Respond  
If you elect not to bid, please return enclosed "Statement of No Response" form by the bid due date, and state your reason(s) for not bidding. Failure to respond, either by submitting a bid, or by submitting a "Statement of No Response" form, may result in your name being removed from our mailing list.
27. Bid Tabulations  
Tabulations are posted to the Purchasing page of the City's website. Bidders who wish to receive a copy of the bid tabulation should request it by enclosing a stamped, self addressed envelope with their bid, or by requesting a tabulation be sent to their fax machine. Bid results will not be given out by telephone. The
- City does not notify unsuccessful bidders of contract awards.
28. Assignment  
Successful bidder may not assign or transfer this contract, in whole or part, without prior written approval of the City of Pompano Beach.
29. Termination for Convenience of City  
Upon seven (7) calendar days written notice delivered by certified mail, return receipt requested, to the successful bidder, the City may without cause and without prejudice to any other right or remedy, terminate the agreement for the City's convenience whenever the City determines that such termination is in the best interest of the City. Where the agreement is terminated for the convenience of the City the notice of termination to the successful bidder must state that the contract is being terminated for the convenience of the City under the termination clause and the extent of the termination. Upon receipt of such notice, the contractor shall promptly discontinue all work at the time and to the extent indicated on the notice of termination, terminate all outstanding sub-contractors and purchase orders to the extent that they relate to the terminated portion of the contract and refrain from placing further orders and subcontracts except as they may be necessary, and complete any continued portions of the work.
30. Public Entity Crimes  
In accordance with Florida State Statute 287.133 (2)(a): A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids/Quotes on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided s. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
31. Governing Procedures  
This bid is governed by the applicable sections of the City's General Services Procedures Manual. A copy of the manual is available for review at the City Purchasing office.
32. Identical Tie Bids/Quotes  
In accordance with Section 287.087, State of Florida Statutes, preference shall be given to businesses with Drug-free Workplace Programs. Whenever two or more Bids/Quotes which are equal with respect to price, quality, and service are received for the procurement of commodities or contractual service, a bid received from a business that certifies that it has implemented a Drug-free Workplace Program shall be given preference in the award process.

- Established procedures for processing tie Bids/Quotes will be followed if none of the tied vendors have a Drug-free Workplace Program. In order to have a Drug-free Workplace Program, a business shall:
- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
  - 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
  - 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
  - 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States of any State, for a violation occurring in the workplace no later than five (5) days after such conviction.
  - 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
  - 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.
33. Invoicing/Payment
- All invoices should be sent to City of Pompano Beach, Accounts Payable, P.O. Drawer 1300, Pompano Beach, Florida, 33061. In accordance with Florida Statutes, Chapter 218, payment will be made within 45 days after receipt of merchandise and a proper invoice. The City will attempt to pay within fewer days if bidder offers a payment discount. The City cannot make advance payments, make deposits in advance of receipt of goods, or pay C.O.D.
34. Optional Contract Usage
- As provided in Section 287.042(17), Florida Statutes, State of Florida agencies may purchase from a contract resulting from this solicitation, provided the Department of Management Services, Division of Purchasing, has certified its use to be cost effective and in the best interest of the State. Contractor(s) may sell such commodities or services certified by the Division to State of Florida agencies at the contractor's option.

35. Non Discrimination
- There shall be no discrimination as to race, color, religion, gender, national origin, ancestry, and physical or mental disability in the operations conducted under this contract. Included as applicable activities by the contractor under this section are the solicitation for, or purchase of, goods or services, or the subcontracting of work in performance of this contract.
36. Notice To Contractor
- The employment of unauthorized aliens by any contractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract.
37. Costs Incurred by Bidders
34. Optional Contract Usage
- As provided in Section 287.042(17), Florida Statutes, State of Florida agencies may purchase from a contract resulting from this solicitation, provided the Department of Management Services, Division of Purchasing, has certified its use to be cost effective and in the best interest of the State. Contractor(s) may sell such commodities or services certified by the Division to State of Florida agencies at the contractor's option.
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**STATEMENT OF NO RESPONSE**  
**Q-13-031T – UTILITIES DEPARTMENT UNIFORMS, ANNUAL CONTRACT**

If you do not intend to bid on this requirement, please complete and return this form by the bid opening deadline to the City of Pompano Beach Purchasing Division, Building C, 1190 N.E. 3<sup>rd</sup> Avenue, Pompano Beach, Florida 33060; this form may be faxed to (954) 786-4168. Failure to respond, either by submitting a bid, or by submitting a "Statement of No Response" form, may result in your firm's name being removed from our mailing list.

WE, the undersigned, have declined to bid on this solicitation for the following reason(s):

- \_\_\_\_\_ We do not offer this product or an equivalent
- \_\_\_\_\_ Our workload would not permit us to perform
- \_\_\_\_\_ Insufficient time to respond to the Invitation for Bid
- \_\_\_\_\_ Unable to meet specifications (explain below)
- \_\_\_\_\_ Other (specify below)

Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

SIGNATURE/TITLE \_\_\_\_\_

DATE \_\_\_\_\_