



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

December 9, 2014

ADDENDUM #1, BID E-02-15

**POLO SHIRTS WITH EMBROIDERY AND SCREEN PRINTING FOR THE FIRE  
DEPARTMENT**

To Whom It May Concern,

Please review the following changes to bid E-02-15.

The specified shirt has been changed from ~~Port Authority K559~~ to Harriton M265P. Specs for this shirt, including size range, available colors, dimension of the Maltese badge logo, and poly/cotton blend percentages have also changed. See revised pages.

In your package replace pages 1-7 of the bid with the attached corresponding pages. The bid posted on the City website includes these corrected pages.

Addendum #1 is posted on the City's website: <http://www.pompanobeachfl.gov>. Bidders must submit their bid with the revised information. Acknowledge receipt of this Addendum in the area provided on Page 17 of the bid.

The deadline for acceptance of sealed bids in the Purchasing Office, 1190 N.E. 3<sup>rd</sup> Avenue, Bldg. C, Pompano Beach, 33060, **has been changed to 2:00 p.m. (local), January 8, 2015.**

The remainder of the solicitation is unchanged at this time.

Sincerely,

Jeff English  
Purchasing Agent

cc: website  
file



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

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**BID E-02-15 -- POLO SHIRTS WITH EMBROIDERY AND SCREEN  
PRINTING FOR THE FIRE DEPARTMENT**

November 21, 2014

The City of Pompano Beach is currently soliciting bids to establish an annual contract for the purchase of knit shirts for Fire Department uniform wear. Sealed bids will be received until 2:00 p.m. (local), January 8, 2015, 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 bids will be tabulated, evaluated, and presented to the appropriate City officials for contract award.

There are three (3) sections in this bid: Specifications/Special Conditions, General Conditions, and Proposal. Please read all sections thoroughly. Complete the bid in accordance with the instructions and return all numbered pages, initialed at the bottom of each page, when you submit your bid package. Failure to do so may result in the rejection of your bid.

If you need any additional information regarding this bid, please contact Jeff English, Purchasing Agent, 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 shirts as specified herein, delivered, as and when needed.

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. Items will be ordered as needed.

D. Basis of Award

Subject to quality evaluation of shirt, embroidery and screen-printing samples, award will be made to the lowest responsive, responsible bidder based on the grand total.

E. Pricing

All prices bid shall be F.O.B. destination (freight prepaid and allowed)/delivered to the City of Pompano Beach Fire Department Warehouse, 3000-6 N.W. 25 Avenue, Pompano Beach, Florida, 33069.

No minimum order quantities shall be stipulated by bidders.

F. Delivery/Completion

Delivery time for all standard sized garments specified herein shall not exceed fourteen (14) calendar days.

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. Small Business Enterprise Program

The Pompano Beach City Commission has established a voluntary Small Business Enterprise (SBE) Program to encourage and foster the participation of Small Business Enterprises in the central procurement activities of the City. The City of Pompano Beach is strongly committed to ensuring the participation of Small Business Enterprises (SBE's) as contractors and subcontractors for the procurement of goods and services. The definition of a SBE, for the purpose of the City's voluntary program, is taken from the State of Florida Statute 288.703(1).

As of the date of publication of this solicitation, a small business means an independently owned and operated business concern that employs 200 or fewer permanent full-time employees and that, together with its affiliates, has a net worth of not more than \$5 million or any firm based in Florida that has a Small Business Administration 8(a) certification. As applicable to sole proprietorships, the \$5 million net worth requirement shall include both personal and business investments.

The City encourages all firms to undertake good faith efforts to identify appropriate Small Business Enterprise partners. Sources of information on certified Small Business Enterprises include the Broward County Small Business Development Division, the State of Florida Office of Supplier Diversity, South Florida Water Management District, and other agencies throughout the State. The City includes links to these organizations from the City's website [www.pompanobeachfl.gov](http://www.pompanobeachfl.gov). Please indicate in your response if your firm is a certified Small Business Enterprise.

**Please note that, while no voluntary goals have been established for this solicitation, the City encourages small business participation in *all* of its procurements.**

I. Local Business Program

On March 23, 2010, the City Commission approved a Resolution establishing a Local Business Program, a policy to increase the participation of City of Pompano Beach businesses in the City's procurement process.

You can view the list of City businesses that have a current Business Tax Receipt on the City's website, and locate local firms that are available to perform the work required by the bid specifications. The business information, sorted by business use classification, is posted on the webpage for the Business Tax Receipt Division:  
[http://pompanobeachfl.gov/pages/department\\_directory/development\\_services/business\\_tax\\_receipt\\_division/business\\_tax\\_receipt\\_division.html.php](http://pompanobeachfl.gov/pages/department_directory/development_services/business_tax_receipt_division/business_tax_receipt_division.html.php)

**Please note that, while no voluntary goals have been established for this solicitation, the City encourages Local Business participation in *all* of its procurements.**

J. Detail Specifications

1. Knit shirts with embroidery and screen-printing are used as the daily station wear uniform for the Fire Department. The purpose of this bid is to establish a firm price contract for the shirts. It is anticipated that the Fire Department will submit one or two large orders annually, but will also require smaller orders throughout the year as new personnel are hired. No minimum order quantity shall be stipulated by bidders. All prices quoted shall include the cost of delivery/shipping. The majority of past orders have been in quantities of three (3) pieces.

2. The knit shirt is to be the "Harriton M265P, or approved equal.

The following specifications apply to all shirt styles:

- a. White and colors to be 65/35 poly/cotton pique.
- b. Wrinkle-resistant.
- c. Flat-knit collar and cuffs.
- d. Hemmed bottom with side vents.
- e. Three-button placket.
- f. Set-in sleeves: side seamed.
- g. Add-on reinforced microphone strap.

3. Basic shirt style required:

short sleeve polo  
left chest pocket  
colors to be ordered are white, gray heather, stone, navy, and black  
size range available S through 4XL

4. Customization:

- a. Embroidery, with stabilizer backing.

Full color "Pompano Beach Fire Rescue" Maltese badge logo, embroidered on left chest; five (5) thread colors, approximately 14,000 stitches.

U.S. flag, embroidered on left sleeve; three (3) thread colors, approximately 7,800 stitches.

Custom name embroidered on right chest; one (1) thread color, three (3) lines being the norm.

b. Screen Printing

Screen-print on back of shirt “Pompano Beach Fire Rescue” measuring approximately 11” wide x 7” high; two ink colors (white and blue.) All screen-printing must be of high quality, with solid ink coverage, suitable to withstand repeated machine laundering.

5. Art Work/Digitizing/Screen Charge:

The City will supply the vendor with a Maltese badge logo. Vendor will digitize the logo for embroidery. The vendor will provide the City with a disk containing the digitized logo, and a copy of the digitized U.S. flag to be used on the City shirts. A one-time charge for this will be stated in the bid. All art work/embroidery proofs will be approved by the City before production of the order. A physical sample of the embroidery will be required.

The vendor will create the artwork and screens for the screen-printing. The vendor will provide the City with copies of the artwork and screens. A one-time charge for this will be stated in the bid. All art work/proofs will be approved by the City before production of the order.

6. Embroidery/Screen Configurations

Shirts will be ordered with one of two combinations of embroidery and screen-printing.

The “Custom” configuration is defined as embroidered Maltese badge logo, embroidered U.S. flag, screen print on back of shirt, and custom name embroidery.

The “Maltese” configuration is defined as embroidered Maltese badge logo, and embroidered U.S. flag, and custom name embroidery (no screen print.)

The following are estimated annual quantities of each shirt to be ordered, based on past orders by the City; no guarantee is made as to the actual quantity to be ordered.

<b>WHITE SHIRT</b>	<b>CUSTOM</b>	<b>MALTESE</b>	<b>TOTALS</b>
size small	0	0	0
size medium	25	20	45
size large	50	30	80
size extra large	50	45	95

size 2XL	15	5	20
size 3XL	0	5	5
		subtotal, white	245

<b>GRAY SHIRT</b>	<b>CUSTOM</b>	<b>MALTESE</b>	
size small	16	8	24
size medium	63	6	69
size large	214	42	256
size extra large	170	11	181
size 2XL	35	13	48
size 3XL	12	1	13
		subtotal, gray	591
<b>ASSORTED</b>	<b>CUSTOM</b>	<b>MALTESE</b>	
sizes S-XL	0	30	30
<b>TOTALS</b>	650	186	866

The other “assorted” colors (stone, navy, black) will total 30 pieces.

7. Samples

You **must** identify the exact shirt you are offering in your bid Proposal. Supply information on the composition of the fabric, and the fabric weight. You may submit a manufacturer’s product brochure.

Bidders must be prepared to furnish a sample of each garment to the City, if requested, within ten (10) calendar days of bid opening. If the City does not receive samples within ten (10) calendar days after a request, the bid will be rejected. The City will evaluate samples to verify the garments proposed are equal to those specified by the City. Bidders will be notified by the City when samples may be retrieved.

8. The following are examples of the embroidery and screen printing required.

Maltese badge logo (thread colors silver, navy blue, light blue, gold, red) (not actual size):



Flag logo (thread colors red, white, blue) (not actual size):



Custom name embroidery (thread color navy blue) (not actual size):