



City of Alvin Public Services

ADVERTISEMENT AND INVITATION FOR BIDS

Notice is hereby given that sealed bids addressed to the Honorable Mayor and City Council of the City of Alvin, Texas, will be received in the office of the City Secretary, 216 West Sealy Street, Alvin, Texas 77511 no later than 2:00 p.m., Tuesday, July 21, 2020.

Bids will then be publicly opened and read aloud at 2:15 p.m., July 21, 2020 in the City Council Chambers, Alvin City Hall, 216 West Sealy, 2nd floor, Alvin, Texas 77511.

UNIFORM SERVICES B-20-06

Specifications and proposal documents may be obtained in the office of the City Secretary, 216 West Sealy Street, Alvin, Texas, 77511, or may be downloaded from the City's website at www.alvin-tx.org.

For proposal information and clarifications contact Francesca Beltran, Executive Secretary, at 281-388-4336.

The City of Alvin reserves the right to reject any and all bids, or parts of bids to waive any and all technicalities, and to accept any bids, or parts of bids, which it deems advantageous to the City.

Dixie Roberts, City Secretary

Legal Ad:
Publish: Sunday, July 5, 2020
Sunday, July 12, 2020

INSTRUCTIONS TO BIDDERS

1. BIDS, PREPARATION AND SUBMITTAL

Bids will be submitted upon the standard bid form without modification or provisions except those required, and each proposal submitted must be completely filled out.

AND marked: Bid # B-20-06 Uniform Services

To be opened publicly and read aloud at the City Council Chambers, Alvin City Hall, 216 West Sealy Street, 2nd floor, Alvin, Texas 77511.

Bids must be completed and submitted in TRIPLICATE. Each bid shall be placed in a separate sealed envelope, manually signed in ink by a person having the authority to bind the firm agreement.

All figures must be typed or written in ink. Figures written in pencil or erasures are not acceptable. Mistakes may be crossed out, corrections inserted, and initialed by the person signing the proposal. Bids cannot be altered or amended after submission deadline.

The Advertisement to Bidders, Instructions to Bidders, Specification and Compliance, Addenda (if any), and Bid Form contained herein are considered as part of bid and take precedence over the Standard Form Agreement.

2. INTENT OF BID DOCUMENTS

Bidders should fully inform themselves as to all conditions and matters which can in any way affect the work or costs thereof and visit the site of work. Should a bidder find discrepancies in, or omissions from, the Specifications or other documents, or should be in doubt as to their meaning and intent, Bidder should notify the City of Alvin at once and obtain clarification prior to submitting their bid.

The submission of a bid by Bidder shall be conclusive evidence that the bidder is fully acquainted and satisfied as to character, quality and quantity of work to be performed and materials to be furnished.

3. DELIVERY OF BIDS

Bids received prior to the time of opening will be kept securely unopened. Bids received after 2:00 p.m. of the opening date are considered late and shall be returned unopened. The person whose duty is to open them will decide when the specified time has arrived for the opening of the bids. No responsibility will be attached to an officer for the premature opening of a bid not properly addressed or identified. Oral, faxed, or emailed bids will not be considered.

4. WITHDRAWAL OF BIDS

Bids may be withdrawn by written or emailed requests dispatched by the bidder in a time for delivery in the normal cause of business prior to the time fixed for opening, provided that emailed withdrawal is confirmed in writing over the signature of the bidder within forty-eight (48) hours

thereafter. Negligence on the part of the bidder in preparing the bid represents no right for withdrawal after the bid has been opened.

5. IRREGULAR BIDS

Bids will be considered irregular if they show any omissions, alterations of form, additions or conditions not called for, unauthorized alternate bids or irregularities of any kind. The City of Alvin reserves the right to waive any irregularities and make the award in its best interest.

Bidders may be disqualified, and their proposal not considered for any of the following specific reasons:

- (a) Reason for believing collusion exists between the bidders.
- (b) Reasonable grounds for believing that any bidder is interested in more than one proposal for the work contemplated.
- (c) The bidder being interested in any litigation against the City.
- (d) The bidder being in arrears or default on any existing contract or having defaulted on a previous contract.
- (e) Lack of competency as revealed by the financial status, experience and equipment, questionnaires, etc.
- (f) Incomplete work which, in the judgment of the City, will prevent or hinder the prompt completion of additional work if awarded.
- (g) Failure to acknowledge on the Bid Form receipt of an Addendum.

6. TAXES

The City is exempt from the State Limited Sales and Use Tax. The price bid must net exclusive of the above-mentioned tax and will be so construed.

7. BASIS OF AWARD

It is the intent of the City to award the agreement to the bidder submitting the lowest, responsible total bid, meeting all specifications and represents the most advantageous proposal to the City. The City reserves the right to extend any agreement when most advantageous to the City.

In determining the lowest responsible bid, the following elements shall be considered:

- (a) The purchase price;
- (b) The reputation of the bidder and the bidder's goods or services;
- (c) The quality of the bidder's goods and services;
- (d) The extent to which the goods or services meet the City's needs;
- (e) The bidder's past relationship with the City;
- (f) The impact on the ability of the City to comply with laws and rules relating to contracting the historically underutilized businesses and nonprofit organizations employing persons with disabilities;
- (g) The total long-term cost to the City to acquire the bidder's goods or services; and
- (h) Any other criteria specifically listed in this request for bids.

8. TERMS

The terms of this Agreement will be for two (2) years beginning with the execution of the Agreement for Uniform Services. Upon mutual agreement, the Agreement may be renewed for an additional two (2) years with the same terms and conditions. No more than one (1) renewal extension shall be made to the original Agreement. The Agreement may be terminated for cause. **Funding out clause:** any agreement resulting from this invitation is subject to annual appropriation of funds by the City of Alvin Council.

9. AWARD OF CONTRACT

The Notice of Award of Agreement shall be given to bidders within sixty (60) days following the date of opening of bids. The City reserves the right to award this agreement to that responsible bidder whose bid, in the opinion of the City, is in the best interest, price and other factors considered or from any responsible person or persons which, and results in the best and most economical completion of the work, in accordance to the laws of the State of Texas, to waive any formality or irregularity, and to reject any or all bids.

10. ADDENDA

The City is not bound by any oral representations, clarifications, or changes made in the written specifications. If it becomes necessary to revise any part of the bid documents, the City will issue a written notice to all bidders in the form of an Addenda. Any Addenda to the bid documents issued to bidders prior to the receipt of bids shall be considered part of the Bid Documents. Bidders must acknowledge on the Bid Form, receipt of an Addendum. Bid Forms that are not acknowledged are not acceptable and will not be considered.

11. DISCREPANCIES IN PRICES

Discrepancies between the multiplication of units of service required and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum will be resolved in favor of the correct sum. Discrepancies between words and figures will be resolved in favor of the words.

12. PAYMENTS

Payment will be made to Bidder upon receipt of invoice. City will, either approve the pay request as submitted or return the request indicating in writing the City's reason for refusing to recommend payment (incomplete or unsatisfactory work). Bidder may make necessary corrections and resubmit the payment request.

Bidder's invoice must show, at a minimum, the following information: Purchase order number, person requesting service, unit price quoted for the product and total amount due. The amount will be paid by the City within thirty (30) days of receipt of the invoice.

All invoices will be mailed to:
City of Alvin
216 West Sealy
Alvin, Texas 77511
Attn: Public Services

13. ASSIGNMENT

The successful bidder may not assign, sell or otherwise transfer this Agreement without written permission of the Mayor.

14. STATEMENT OF BIDDER'S QUALIFICATIONS

Bidders are to submit, with the Bid Form, the following information:

A list of at least three (3) references, in relation to this bid, that includes the Company Name, a contact person, and telephone number.

After bids have been opened and prior to making an award, the City reserves the Right to require the lowest bidder to furnish a statement of the bidder's financial resources, its experience, organization, and staff for work contemplated.

The City shall have the right to take such steps as it deems necessary to determine the ability of the bidder to perform the service, and the bidder shall furnish to the City all such information and data for this purpose as the City may request. The right is reserved to reject any bid where an investigation of the evidence or information submitted by such bidder does not satisfy the City that the bidder is qualified to properly carry out the terms of this Agreement.

In determining the lowest responsible bidder, the following elements shall be considered:

- (a) The purchase price;
- (b) The reputation of the bidder and the bidder's goods or services;
- (c) The quality of the bidder's goods and services;
- (d) The extent to which the goods or services meet the City's needs;
- (e) The bidder's past relationship with the City;
- (f) The impact on the ability of the City to comply with laws and rules relating to contracting the historically underutilized businesses and nonprofit organizations employing persons with disabilities;
- (g) The total long-term cost to the City to acquire the bidder's goods or services; and
- (h) Any other criteria specifically listed in this request for bids.

15. SEVERABILITY

If any section, subsection, paragraph, sentence, clause, phase or word of these requirements or the specifications shall be held invalid, such holding shall not affect the remaining portions of these requirements and the specifications and it is hereby declared that such remaining portions would have been included in these requirements and the specifications as though the invalid portion has been omitted.

16. INSURANCE AND INDEMNIFICATION

Minimum insurance requirement for successful Proposal shall be as follows:

Workers' Compensation. Workers' Compensation insurance as defined by the Texas Workers' Compensation Act.

A. Definitions

Certification of coverage ("certificate") – A copy of a certificate of insurance, a certificate of authority to self-insure issued by the commission, or a coverage agreement (TWCC-81, TWCC-82, TWCC-83, or TWCC-84), showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the agreement.

Persons providing services on a project ("subcontractor" in 406.096) – includes all persons or entities performing all or part of the services the bidder as undertaken to perform the project, regardless of whether that person contracted directly with the bidder and regardless of whether that person has employees.

This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the project.

- B. The Bidder shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011 (44), for all employees of the bidders providing services on the project, for the duration of the agreement.
- C. The Bidder must provide a certificate of coverage to the City prior to executing the Agreement for Uniform Services.
- D. If the coverage period shown on the bidder's current certificate of coverage ends during the duration of the agreement, the bidder must, prior to the end of the coverage period, file a new certificate of coverage with the City showing that coverage has been extended.
- E. The Bidder shall retain all required certificates of coverage for the duration of the Agreement and for one year thereafter.
- F. By signing this Agreement, the bidder is representing to the City that all employees of the bidder who will provide services on the project will be covered by workers' compensation coverage for the duration of the agreement, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the

case of a self-insured, with the commission's division of self-insurance regulation. Providing false or misleading information may subject the contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.

- G. The Bidder's failure to comply with any of these provisions is a breach of agreement by the bidder which entitles the City to declare the Agreement void if the bidder does not remedy the breach within ten (10) days after receipt of notice of breach from the City.

Comprehensive General Liability:

Comprehensive General Liability (including premises/operations; Independent Contractors Products and Completed Operations; Broad Form Property Damage; Blanket Contractual underground/Explosion/Collapse Hazardous).

Bodily Injury and Property Damage:	\$ 1,000,000
General Aggregate Limits:	\$ 2,000,000
Products/Completed Operations Aggregate Limits:	\$ 500,000

Business Automobile Liability:

Business Automobile Liability (including non-owned and lease vehicles)	Combined Single Limit \$ 1,000,000 Property Damage \$ 500,000
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The Bidder will furnish the City with a copy of each insurance policy or endorsements required in connection with this work.

The Bidder shall defend, indemnify and hold harmless, the City and the their respective officers, agents and employees, from and against all damages, claims, losses, demands, suits, judgments and costs, including reasonable attorneys' fees and expenses, arising out of or resulting from the performance of the work, provided that any such damages, claim, loss, demand, suit, judgment, cost or expense:

- (1) Is attributable to bodily injury, sickness, disease or death to or injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefore; and
- (2) Is caused in whole or in part by any negligent act or omission of the Bidder any subcontractor, anyone directly employed by any one of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

17. CONFLICT OF INTEREST QUESTIONNAIRE

This questionnaire, included in the bid documents, must be filed in accordance with Chapter 176 of the Local Government Code by a person doing business with a governmental entity.

Chapter 176 of the Texas Local Government Code is an ethics law that was initially enacted by the Texas Legislature with HB 914 in 2005 that requires disclosure of employment and business relationships local government officers may have with contractors, consultants and vendors who conduct business with local government entities. The law applies to any written contract for the sale or purchase of real property, goods or services. Further information regarding Texas Conflict of Interest laws and the Conflict of Interest Questionnaire (Form CIQ) can be found at the Texas Ethics Commission web site at the following address:

https://www.ethics.state.tx.us/filinginfo/conflict_forms.htm

Please complete the attached Form CIQ and submit with your response.

18. DISCLOSURE OF INTERESTED PARTIES (Form 1295)

Section 2252.908 of the Texas Government Code was enacted in 2015, by the Texas Legislature pursuant to HB 1295, which provides that a governmental entity may not enter into certain contracts with a business entity on or after January 1, 2016, unless the business entity submits a disclosure of interested parties (Form 1295) to the government entity at the time the business entity submits the signed contract to the governmental entity. Further information regarding the Disclosures of Interest Parties law and Form 1295 can be found at the Texas Ethics Commission web site at the following web address:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

Please do not complete Form 1295 until you have been notified of via the award of bid letter and requested to electronically file Form 1295 with the Texas Ethics Commission.

**UNIFORMS FOR THE CITY OF ALVIN'S EMPLOYEES
GENERAL SPECIFICATIONS AND REQUIREMENTS
B-20-06**

Bidder shall **complete every space** in the bidder proposal column with either a check mark to indicate the item being bid is exactly as specified or a description to indicate any deviation of item being bid from the specifications.

Item #	Description of Requirements	Bidder's Proposal
1	At the beginning of the contract period, initial issue will be of new uniforms to each designated city employee. The environmental charges to be <u>included</u> in the price of uniforms. No additional charges will be granted.	
2	As a part of the initial distribution, each employee will either be measured for proper fit or allowed to try on examples of the exact style of shirt and pants to be furnished. Uniforms must be constructed of comfortable, starched, breathable cotton blend.	
3	Uniform delivery will be once each week to three different locations as specified. Delivery charges to be included in price of uniforms.	
4	Number of uniforms per employee will be eleven (11) per employee. Vendor will be obligated to continually upgrade clothing that becomes worn, soiled, torn, or poorly fitting, as determined by the City of Alvin throughout the term of the contract period at no additional charge to the City of Alvin.	
5	New employees hired by the City of Alvin after initial issue will be issued new uniforms not used ones. New employee will not be charged a setup fee or prep fee.	
6	Mending, alterations, and garment size exchanges on all uniforms will be done without addition charges to the City of Alvin.	
7	New orders should be filled within one week following placement of the order.	
8	At no charge, the vendor will furnish individually locking storage systems for each employee, in addition to an adequately sized soiled garment storage locker, at three separate locations as specified.	
9	A document indicating the quantity of uniforms turned in by each employee, and the quantity of uniforms for each employee delivered by vendor, shall be furnished to each department each week.	

10	Garments are to be delivered on hangers and placed in the employee's individually assigned locker.	
11	Garments lost or destroyed by vendor shall be replaced in kind without charge to the City of Alvin.	
12	Garments deemed damaged by vendor must be approved by City of Alvin before payment is issued for said garments.	
13	Garment problems or repair cards will be placed in all garment distribution points to provide for corrections as needed.	
14	A label bearing the City of Alvin logo shall appear on the front of each shirt, with a separate, matching label bearing the employee's first name on the other side of the front shirt. At no charge vendor should furnish all Alvin logos and name tags. There should also be no charge for labels falling off the garments.	
15	Uniform material will be as follows: <u>Shirts</u> – Cotton blend - Wrinkle resistant work shirt, long or short sleeves at the same price. (per employee request). All shirts will have two pockets on the shirt. One pocket will be on each side of the front of shirt. 65% cotton/35% polyester dress shirts. <u>Shirts</u> - Button down Collar poplin - Stain, moisture, and wrinkle resistant. All shirts will have left chest pocket on the shirts. City of Alvin logo embroidered on right. 65/35 poly cotton blend- <u>Pants</u> – 65% polyester/35% cotton slacks/pants.	
16	Servicing shall be for a total of sixty to seventy-five (60-75) full time City of Alvin employees at three (3) different locations.	
17	There is no charge to replace uniforms where the user has gained and or loss weight and the uniforms no longer fit properly.	
18	Vendor will agree to fill shortages or replace damaged garments within one (1) week after notification. Employees hired after the installation of the original contract will be furnished within one (1) week of notification.	
19	The contract for these services, if awarded, shall be for (2) years as specified. It is also a specific provision of this proposal that the City of Alvin and the Vendor may mutually agree to renew the contract consummated under this proposal for an additional period of two (2) years with the same terms and conditions. No more than one (1) extension shall be made to the original agreement.	
20	New uniforms shall be issued to employees every year on install date and as needed to maintain standards of quality and appearance. The service provider must schedule annual fitting appointments thirty (30) days prior to issuance of new uniforms.	

21	In the event of any discrepancy in service, this agreement may be canceled with a thirty (30) day written notice. At any time during this 30-day period, vendor may respond in writing as to the corrective measures to be taken. Continued like discrepancies will be cause for immediate cancellation.	
22	Wiping Towels: Red Towel 18' x 18" highly absorbent, 100 % cotton. Price to be given as 50 per bundle.	
23	Entrance Mats: rubber back 3' x5' mats and regular mats for entrances. Mats should be delivered to three different locations as follows: Public Services Facility, Alvin Senior Center, and WWTP.	

Any additional services such as floor mats, shops rags, etc. can be proposed on the BID SHEET listing as individual price for each item. The City of Alvin will consider these services as optional and will in no way be required to be included as part of the service agreement.

BID SHEET

Submit the following prices in the categories that follow bases on a weekly rate:

I. UNIFORMS

Work Shirts (11 count, 65/35 cotton blend, long or short sleeve)	\$ _____	Per Employee
Poplin Shirts (11 count, 65/35 cotton blend, long or short sleeve)	\$ _____	Per Employee
Polo Shirts (11 count, 65/35 cotton blend, short sleeve)	\$ _____	Per Employee
Slacks/pants (11 count, 65/35 cotton blend)	\$ _____	Per Employee
Uniform Sub Total	\$ _____	Per Employee

II. WIPING TOWELS

Towels (50 count, 18" x18", 100 % cotton)	\$ _____	Per Bundle
Wiping Towels Sub Total	\$ _____	Per Bundle

III. ENTRANCE MATS

3' X 5' regular (rubber back)	\$ _____	Per Mat
3' x 4' regular (rubber back)	\$ _____	Per Mat
3' x 10' regular (rubber back)	\$ _____	Per Mat
4' x 6' regular (rubber back)	\$ _____	Per Mat
Entrance Mats Sub Total	\$ _____	

GRAND TOTAL	\$ _____	
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UNRETURNED INVENTORY CHARGES

Work Shirts	\$ _____	Per Shirt
Poplin Shirts	\$ _____	Per Shirt
Polo Shirts	\$ _____	Per Shirt
Slacks/pants	\$ _____	Per Shirt

Towels	\$ _____	Per Towel
	\$ _____	Per Bundle

3' X 5' regular (rubber back)	\$ _____	Per Mat
3' x 4' regular (rubber back)	\$ _____	Per Mat
3' x 10' regular (rubber back)	\$ _____	Per Mat
4' x 6' regular (rubber back)	\$ _____	Per Mat

No additional charges of any kind will be allowed during the term of term service contract if not listed and fully described above.

The City of Alvin reserves the right to increase or decrease the specified quantity by 25%.

Number of calendar days for initial delivery of new uniforms following the notification date of service award. _____

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person doing business with local governmental entity.

2

Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3

Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.

4

Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

Page 2

5 Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes

No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

Yes

No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes

No

D. Describe each affiliation or business relationship.

6 Describe any other affiliation or business relationship that might cause a conflict of interest.

7

Signature of person doing business with the governmental entity

Date