



**CITY OF LEESBURG  
FLORIDA**

**INVITATION FOR BID (IFB)**

IFB TITLE: **Flame Resistant Uniforms**

IFB Number: 180181 Contracting Buyer: Melanie Ortiz  
Bid Due Date: February 22, 2018 Pre-Bid Meeting: N/A  
Bid Due Time: 2:00 P.M. Issue Date: February 05, 2018

**Estimated Annual Expenditure: \$65,000.00**

**Brief Description / Purpose**

**INVITATION FOR BID  
No. 180181  
City of Leesburg, Florida**

The purpose of this solicitation is to establish a fixed unit price agreement for the purchase of fire resistant (FR) clothing by the City of Leesburg for the Electric Department employees, as described in the specifications, and other contract document. The selected vendor(s) will provide for the annual requirements of the City on an as needed/as ordered basis.

Registered vendors may obtain a copy of the IFB online at [www.vendorregistry.com](http://www.vendorregistry.com). A copy may also be obtained by e-mailing a request to [purch@leesburgflorida.gov](mailto:purch@leesburgflorida.gov) or by calling (352)728-9880.

Publish: Vendor Registry

**Solicitation Package Distribution**

The City of Leesburg utilizes Vendor Registry ([www.vendorregistry.com](http://www.vendorregistry.com)) as the ONLY official on-line bid management system to distribute solicitations, addenda and answers to questions. Solicitation information obtained from other sources may not be current or accurate and should not be relied on for submitting a response to a solicitation.

There is no charge to vendors/contractors to register and participate in the solicitation, nor will any fees be charged to the awarded vendor. Refer to [www.leesburgflorida.gov/purchasing/bids.aspx](http://www.leesburgflorida.gov/purchasing/bids.aspx) for further information.

Vendors are strongly encouraged to register (at no cost) with Vendor Registry to download solicitation documents. Should time not permit you to complete the registration process please contact the Purchasing Division at (352)728-9880 or by email at [purch@leesburgflorida.gov](mailto:purch@leesburgflorida.gov) to obtain a solicitation document(s).

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## SECTION 1 – SPECIAL TERMS & CONDITIONS

### ST-1. **PURPOSE**

The purpose of this solicitation is to establish a fixed unit price agreement for the purchase of fire retardant clothing by the City of Leesburg for Electric Department employees, as described in the specifications, and other contract documents. The selected vendor(s) will provide for the annual requirements of the City on an as needed/as ordered basis.

### ST-2. **PRE-BID CONFERENCE**

A pre-bid meeting will NOT be held.

### ST-3. **QUESTIONS, INFORMATION or CLARIFICATION**

**ALL** questions regarding this solicitation, including technical specifications or scope of work, shall be submitted in writing to the Designated Procurement Representative. To ensure fair consideration for all parties, the City prohibits communication to or with any department, division, employee, or city representative from the date of issuance of this solicitation until final City action.

- a. Bidders are encouraged to use the question/answer feature of Vendor Registry for the submission of questions and requests for information. Should that not be possible, questions relative to interpretation of specifications, scope of services or the submittal process shall be addressed in writing to the Designated Procurement Representative at **[purch@leesburgflorida.gov](mailto:purch@leesburgflorida.gov)**.
- b. The deadline for questions is seven (7) business days prior to the solicitation due date. Does not include the day the solicitations are due.
- c. Any interpretation made to Bidders shall be expressed in the form of a written Addendum to the solicitation. Which, if issued, will be made available to all prospective Bidders no later than the three (3) business days immediately before the solicitation due date. Does not include the day the solicitations are due.
- d. Inquiries received after the deadline for questions may not be given any consideration at the discretion of the Purchasing Manager.
- e. It will be the responsibility of the Bidders to contact the Purchasing Division prior to submitting bids to ascertain if any addenda have been issued, to obtain all such addenda, incorporate addenda in their bid response and acknowledge said addenda on the appropriate form.

### ST-4. **ELIGIBILITY**

Bidders submitting a bid must be an authorized reseller of the garments requested under this solicitation. Bidders must be regularly engaged in the selling and distributing of Fire Retardant Uniform garments.

### ST-5. **DESIGNATED PROCUREMENT REPRESENTATIVE**

Questions concerning any portion of this solicitation shall be directed in writing [fax and e-mail accepted] to the below named individual who shall be the official point of contact for this solicitation. Questions should be submitted no later than seven (7) business days before the bid opening date.

Melanie D. Ortiz, Buyer  
City of Leesburg | Purchasing Department  
204 N. 5th Street, Leesburg, FL 34748  
Phone: 352-728-9880 | E-mail: purch@leesburgflorida.gov

No answers given in response to questions submitted shall be binding upon this solicitation unless released in writing as an addendum to the solicitation by the Purchasing Division for the City of Leesburg.

**ST-6. RESTRICTED DISCUSSIONS**

From the date of issuance of this solicitation until final City action, vendors should NOT discuss the solicitation or any part thereof with any employee, agent, or any other representative of the City except as expressly authorized by the designated procurement representative. The only communications that shall be considered pertinent to this solicitation are appropriately signed written documents from the vendor to the designated procurement representative and any relevant written document promulgated by the designated procurement representative.

**ST-7. METHOD FOR SOLICITATION RESPONSE**

The Procurement Division shall receive responses to this Invitation for Bid by the methods listed here no later than the due date and time established within the solicitation. Bid responses will not be accepted by any other means.

**a. ELECTRONIC SUBMISSIONS**

Upload completed Bid Forms using the City's online bid management system Vendor Registry. Vendors must have an established account in advance of uploading bid submissions.

**b. DELIVERED SUBMISSIONS**

Deliver physical hardcopy submissions to:  
City of Leesburg  
Procurement Division  
204 N. 5th Street  
Leesburg, Florida 34748

Allow sufficient time for transportation and inspection. Each package shall be clearly marked with the applicable solicitation number, title, and company name. Ensure that your bid is securely sealed in an opaque envelope/package to provide confidentiality of the bid prior to the solicitation closing.

**ST-8. COMPLETION REQUIREMENTS FOR INVITATION FOR BID**

**Complete all forms and Item Bid Schedule. One (1) original of all forms and Item Bid Schedule** must be submitted by the vendor using a listed acceptable Method of Solicitation Response no later than the appointed due date and time. Any submission not in possession of the City by the appointed due date and time shall be deemed non-responsive and shall not be considered for award. The City is not liable or responsible for any costs incurred by any

Bidder in responding to this IFB including, without limitation, costs for product and/or service demonstrations if requested.

When you submit your bid, you are making a binding offer to the City and are agreeing to all of the terms and conditions in this Invitation for Bid. Use only the form(s) provided in this document. If you make any change to the content or format of any form, the City may disqualify your bid. All information shall be legible and either written in ink or typewritten. If you make a correction or change on any document, the person signing the bid or proposal must initial the change. The bid shall be manually signed by an official authorized to legally bind the Bidder to its provisions.

Specific Completion Directions - Pricing shall be completed using the provided Schedule of Bid Items in the Forms Section of this solicitation. Reproductions or variations of the Schedule of Bid Items shall not be acceptable.

**ST-9. EXCEPTIONS**

All exceptions shall be stated no matter how seemingly minor. Any exceptions not taken shall be assumed by the purchaser to be included in the proposal, regardless of the cost to the bidder. Proposals taking total exception to specifications is not acceptable. Such proposals shall be deemed non-responsive and shall not be considered for award.

**ST-10. BID OPENING**

A public bid opening will NOT be held. The Procurement Division shall prepare a Detailed Bid Tabulation and distribute to all bidders no later than 48 hours after the bid due date and time. Bids will be available for inspection in the Purchasing Division during normal business hours 30 days after the official bid opening date or after City issues a 'Notice of Recommendation of Award', whichever occurs first.

**ST-11. BID RESPONSE GUARANTEE – Not Applicable**

**ST-12. RETURN OF BID RESPONSE GUARANTEES – Not Applicable**

**ST-13. GUARANTY OF FAITHFUL PERFORMANCE AND PAYMENT – Not Applicable**

**ST-14. POWER OF ATTORNEY – Not Applicable**

**ST-15. LOCAL VENDOR PREFERENCE**

(Applicable to projects whose cost is \$25,000 or greater.)

The City of Leesburg applies a Local Vendor Preference (LVP) for the purchase of personal property, general services, and professional services where the total purchase cost is \$25,000 and greater by means of competitive bid, request for proposals, qualifications or other submittals and competitive negotiation and selection. Except where federal or state law/requirements mandate to the contrary, preference shall be given to Local Vendors in the following manner:

- a. **“Tier I Local Vendor”** shall be defined as the primary Business Office or a Full Time Sales Office of the vendor being located within the City of Leesburg or the vendor receiving one or more Utility Services from the City of Leesburg.

- i. **Tier I Local Vendor** - Under a Competitive Solicitation, the City may give a preference to a Tier I Local Vendor in the amount of five percent (5%) of the bid price or \$25,000, whichever is less.
- b. **“Tier II Local Vendor”** shall be defined as the primary Business Office or a Full Time Sales Office of the vendor not meeting the definition of a Tier I Local Vendor but nonetheless being located within the 20-Mile Radius as defined in this policy.
  - i. **Tier II Local Vendor** - Under a Competitive Solicitation, the City may give a preference to a Tier II Local Vendor in the amount of two percent (2%) of the bid price or \$10,000, whichever is less.

The Local Vendor preference will be applied only to the items/amount used for purposes of bid evaluation and determining award.

Bidders wanting a copy of the entire policy can receive one by making a request by e-mail to [purch@leesburgflorida.gov](mailto:purch@leesburgflorida.gov) or by calling the purchasing office at (352) 728-9880.

**ST-16. METHOD OF AWARD**

To a single vendor in the aggregate. Recommendation of Award shall be to the responsible bidder submitting the lowest responsive bid and holding the necessary licenses, certifications and experience. Determination of low bid amount will be made using the total bid for the Base Bid Items only and will not consider additional contract items. Local Vendor Preference will be considered when applicable in determining the low bid amount.

**ST-17. CONTRACT**

The City intends to execute a Firm-Fixed Price Agreement prepared by the City with the awarded company as a result of this solicitation.

**ST-18. TERM OF CONTRACT**

The City and awarded Contractor will enter into a contract with an initial term through September 30, 2019. Pricing must be firm and fixed for the Initial Term of the Agreement. Following the Initial Term the Agreement may be renewed if mutually agreeable by both parties.

**ST-19. ACCEPTANCE OF GOODS OR SERVICES**

The goods delivered as a result of an award from this solicitation shall remain the property of the vendor, and services rendered under the contract will not be deemed complete, until a physical inspection and actual usage of the product(s) and/or service(s) is (are) accepted by the City and shall be in compliance with the terms herein, fully in accord with the specifications and of the highest quality.

Any goods and/or services purchased as a result of this solicitation and/or contract may be tested and/or inspected for compliance with specifications. In the event that any aspect of the goods or services provided is found to be defective or does not conform to the specifications, the City reserves the right to return any non-compliant goods to the vendor at the vendor's expense, requiring the vendor to either provide a direct replacement for the item, or a full credit for the returned item. The vendor shall not assess any additional charge(s) for any

conforming action taken by the City under this clause. The City will not be responsible to pay for any product or service that does not conform to the specifications.

In addition, any defective product or service or any product or service not delivered or performed by the date specified in the purchase order or contract, may be procured by the City on the open market, and any increase in cost may be charged against the awarded contractor. Any cost incurred by the City in any re-procurement plus any increased product or service cost shall be withheld from any monies owed to the contractor by the City for any contract or financial obligation.

**ST-20. PAYMENT TERMS**

- a. City shall make payment in full to Contractor following delivery of the FR clothing and acceptance by the City.
- b. THERE SHALL BE NO ADVANCE PAYMENTS, DEPOSITS, PARTIAL PAYMENTS OR PROGRESS PAYMENTS MADE BY CITY TO CONTRACTOR.
- c. All garments must have passed all required tests and inspections.
- d. All invoices shall contain the purchase order number, date and location of delivery or service, and confirmation of acceptance of the goods or services by the appropriate City representative.
- e. Failure to submit a correct invoice will delay payment.
- f. Florida Statute 501.0117 Credit cards; transactions in which seller or lessor prohibited from imposing surcharge; penalty.—(1) A seller or lessor in a sales or lease transaction may not impose a surcharge on the buyer or lessee for electing to use a credit card in lieu of payment by cash, check, or similar means, if the seller or lessor accepts payment by credit card. A surcharge is any additional amount imposed at the time of a sale or lease transaction by the seller or lessor that increases the charge to the buyer or lessee for the privilege of using a credit card to make payment.
- g. Accepting p-cards is NOT a requirement of a bid award, however if you check YES, and the City intends to use a p-card, you are expected to honor prices bid INCLUSIVE of all fees and service charges.

**ST-21. INSURANCE AND INDEMNITY REQUIREMENTS**

- a) **Scope of Insurance** - The Contractor shall procure and maintain at its own expense, the following minimum insurance coverage, unless otherwise specified in the agreement, contract or lease.
  - i. All required insurance shall be provided by insurers acceptable to the City with an A.M. Best rating of at least A: VII.
  - ii. The Contractor shall require, and shall be responsible for assuring that any and all of its subcontractors secure and maintain such insurance that are required by law to be provided on behalf of their employees and others until the completion of that subcontractors work.
  - iii. The required insurance shall be secured and maintained for not less than the limits required by the City, or as required by law, whichever is greater.

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- iv. The required insurance shall not limit the liability of the Contractor. The City does not represent these coverages or amounts to be adequate or sufficient to protect the Contractor's interests or liabilities, but are merely required minimums.
  - v. The provisions of the required insurance are subject to the approval of the City's Risk Manager, and upon request, the Contractor shall make available certified copies of the various policies for inspection.
  - vi. All liability insurance, except professional liability, shall be written on an occurrence basis.
  - vii. The Contractor waives its right of recovery against the City to the extent permitted by its insurance policies.
  - viii. Insurance required of the Contractor, or any other insurance of the Contractor shall be considered primary, and insurance of the City, if any, shall be considered excess as applicable to any claims which arise out of the agreement, contract or lease.
- b) **Indemnification** - The Contractor shall indemnify and hold harmless the City and its officers and employees, from liabilities, damages, attorneys' losses, and costs, including, but not limited to, reasonable fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of the contract.
  - c) **Certificate of Insurance** - The Contractor shall provide evidence of required minimum insurance by providing the City an ACORD or other Certificate of Insurance in forms acceptable to the Risk Manager for the City, before any work under the agreement, contract or lease begins.
    - i. Except for workers' compensation and professional liability, the Contractor's insurance policies shall be endorsed to name the City of Leesburg as additional insured to the extent of the agreement, contract or lease.
    - ii. The Certificate(s) of Insurance shall designate the City as certificate holder as follows: City of Leesburg, Attn: Purchasing Manager, P.O. Box 490630, Leesburg, Florida 34749-0630.
    - iii. The Certificate(s) of Insurance shall include a reference to the project and/or purchase order number.
    - iv. The Certificate(s) of Insurance shall indicate that the City shall be notified at least thirty (30) days in advance of cancellation.
    - v. The Certificate(s) of Insurance shall include all deductibles and/or self-insurance retentions for each line of insurance coverage.
    - vi. The Contractor, at the discretion of the Risk Manager for the City, shall provide information regarding the amount of claims payments or reserves chargeable to the aggregate amount of the Contractor's liability coverage(s).
  - d) **Comprehensive General Liability** - The Contractor shall purchase and maintain Commercial General Liability coverage on forms no more restrictive than the latest editions of the Commercial General Liability policies of the Insurance Services Office (ISO). The Commercial General Liability policy shall provide minimum limits of \$1,000,000 per occurrence combined single limit that includes coverage for bodily and personal injury and property damage liability for premises, operations, products and completed operations\*, independent contractors, contractual liability covering the agreement, contract or lease,

- broad form property damage coverage, and property damage resulting from explosion, collapse or underground exposures (x, c, u).
- i. For remodeling and construction projects, the Contractor shall purchase and maintain products and completed operations coverage for a minimum of three (3) years beyond the City's acceptance of the project.
  - e) **Business Automobile Liability** - The Contractor shall purchase and maintain Business Automobile Liability coverage on forms no more restrictive than the latest editions of the Business Automobile Liability policies of the Insurance Services Office (ISO). The Business Automobile Liability policy shall provide minimum limits of \$1,000,000 per occurrence combined single limit that includes coverage for claims for bodily injury and property damage arising from the use of motor vehicles, including on-site and off-site operations, and owned, non-owned and hired vehicles, and employee non-ownership use.
  - f) **Workers' Compensation** - The Contractor shall purchase and maintain Workers' Compensation insurance for all workers' compensation obligations imposed by state law and with employers liability limits of at least \$100,000 each accident and \$100,000 each employee with \$500,000 policy limit for disease.

Contractors exempt from maintaining Workers' Compensation insurance must provide a valid certificate of exemption issued by the State of Florida.

[END OF SECTION]



## SECTION 2 - SPECIFICATIONS

### SP-1 GENERAL REQUIREMENTS

- 1.1 **Warranty** - Vendor supplying the garment(s) will be responsible for all warranty replacements or exchanges. Garments will be replaced as defective for any stitching issues, poor workmanship or damage resulting from the factory or shipping.
- 1.2 **Garment Labels** - Warrantees shall be listed on each garment and vendor from whom the garment was purchased will guarantee the workmanship of the garment. Short sleeve tee shirts (Style DF2-446TS-DS) shall have DRIFIRE Heat Seal Sticker in the bottom right front corner of each shirt.
- 1.3 **Logo/Branding** - The City may choose to have the City of Leesburg Electric Department embroidered or screen printed above the left shirt pocket. The City will furnish the design and colors upon award. Any ink or thread will be FR rated and will not decrease the garments CAL rating.
- 1.4 **Freight** - Unit prices quoted shall be delivered prices. Additional freight charges will not be paid. City of Leesburg will be responsible for freight returning incorrectly ordered items.
- 1.5 **Garment Sizing** - Vendor shall be responsible for proper sizing of the garments using one of the following methods:
  - a. Provide a complete sizing kit for all garment awarded that vendor at no cost to the City of Leesburg, **OR**
  - b. Vendor will provide a representative on site to the measurements of all employees. A list of employee will be provided. Vendor should provide final measurements for all garments to be used on future orders.

### SP-2 QUANTITIES

The quantities indicated on the Schedule of Bid Items are estimates only. They are not to be construed as the minimum or maximum quantities the City is obligated or limited to purchase.

### SP-3 SUBSTITUTES

Bidders may only bid those manufacturers and part numbers listed on the Schedule of Bid Items. Bidding of 'substitutes', 'alternates' or 'equivalent' items is **NOT** allowed and your bid shall be deemed non-responsive.

[END OF SECTION]

## SECTION 3 - GENERAL TERMS AND CONDITIONS

### GT-1. DEFINITIONS

- 1.1. **Addendum:** A written change to a Solicitation.
- 1.2. **Bid, Offer or Response:** Shall refer to any bid, offer or response submitted in regard to this Invitation for Bid that if accepted would bind the Bidder to perform the resultant contract.
- 1.3. **Bidder:** A general reference to any entity responding to this solicitation or performing under any resulting contract, also includes bidder, contractor, company, respondent, vendor, etc.
- 1.4. **City:** Shall refer to City of Leesburg, Florida.
- 1.5. **Contract Documents – Purchase of Goods:** The agreement to provide the goods set forth in this solicitation. The contract will be comprised of the solicitation document signed by the Bidder with any addenda and other attachments specifically incorporated and a City purchase order.
- 1.6. **Seller:** The Bidder to whom award has been made.
- 1.7. **Interested Party:** The terms defined under Bidder may be used interchangeably in this document. Each reference when used refers to any entity that is participating or is interested in participating in this solicitation.
- 1.8. **In Writing:** Unless otherwise designated ‘In Writing’ includes submitting documents or questions through the electronic bid system, *Vendor Registry*, currently used by the City.
- 1.9. **Invitation for Bid (IFB):** Shall mean this solicitation document, including any Addenda, used to communicate City requirements to prospective Bidders and to solicit bids from them.
- 1.10. **Language:** The City has established for purposes of this solicitation that the words “shall”, “must”, or “will” are equivalent in this solicitation and indicate a mandatory requirement or condition, the material deviation from which shall not be waived by the City. A deviation is material if, in the City’s sole discretion, the deficient Bid is not in substantial accord with this ITB’s mandatory requirements. The words “should” or “may” are equivalent in this solicitation and indicate very desirable conditions or requirements, but are permissive in nature.
- 1.11. **Modification:** A written change to the terms of a contract.
- 1.12. **Official Purchasing Time:** The Official Purchasing Time shall be that time reflected on the digital clock located in the Purchasing Office and labeled ‘Official Purchasing Time’. This clock shall be used for all time deadlines related to City purchasing solicitations.
- 1.13. **Responsible:** Refers to a Bidder that has the capacity and capability to perform the work required under a Solicitation and is otherwise eligible for award.
- 1.14. **Responsive:** Refers to a Bidder that has taken no significant exception or deviation from the terms, conditions, and specifications set forth in a Solicitation. Their bid, offer or response conforms to the instructions and format specified in the solicitation document. Bidder has provided all requested and required information.
- 1.15. **Solicitation:** The written document detailing the solicitation requirements and requesting bids, offers or responses from interested parties.

### GT-2. INSTRUCTIONS TO RESPONDENTS

- 2.1. **Addenda** – The Purchasing Division may issue an addendum in response to any inquiry received, prior to the time designated for receipt of the solicitation response, which changes, adds to, or clarifies the terms, provisions, or requirements of the solicitation. The Bidder

should not rely on any representation, statement or explanation whether written or verbal, other than those made in this solicitation document or in any addenda issued. Where there appears to be a conflict between this solicitation and any addenda, the last addendum issued shall prevail. It is the Bidders responsibility to ensure receipt of all addenda and any accompanying documentation. The Bidder is required to submit with its offer a signed "Acknowledgement of Addenda" when any addenda have been issued. Failure to acknowledge each addendum may prevent the offer from being considered for award.

- 2.2. **Respondent Eligibility** – It is the policy of the City to encourage full and open competition among all available qualified vendors. All vendors regularly engaged in the type of work specified in the solicitation are encouraged to submit bids. Eligibility requirements for contract award are:
  - 2.2.1. Have NO delinquent indebtedness to the City of Leesburg or other federal, state, or municipal agencies;
  - 2.2.2. Have adequate financial resources, or the ability to obtain such resources as required during performance of the contract;
  - 2.2.3. Be able to comply with the required or proposed delivery or performance schedule;
  - 2.2.4. Have a satisfactory record of performance. Vendors who are or have been seriously deficient in current or recent contract performance (when the number of contracts and the extent of the deficiency of each are considered, in the absence of evidence to the contrary or circumstances properly beyond the control of the contractor) shall be presumed unable to meet this requirement. Past unsatisfactory performance will ordinarily be sufficient to justify a finding of non-responsibility;
  - 2.2.5. Have a satisfactory record of integrity and business ethics; and
  - 2.2.6. Be otherwise qualified and eligible to receive an award under applicable laws and regulations.
- 2.3. **Contents of Solicitation and Bidder Responsibilities** – It is the responsibility of the Bidder to become thoroughly familiar with the requirements, terms, and conditions of this solicitation. Pleas of ignorance of these matters by the Bidder will not be accepted as a basis for varying the requirements of the City of the amount to be paid to the vendor.
- 2.4. **Restricted Discussions** – From the date of issuance of this solicitation until final City action (solicitation award or contract execution), vendors shall NOT discuss the solicitation or any part thereof with any employee, agent, or any other representative of the City except as expressly authorized by the Designated Procurement Representative. The only communications that shall be considered pertinent to this solicitation are written documents from a Bidder to the designated procurement representative, or Purchasing Division, and any relevant written document promulgated by the designated procurement representative.
- 2.5. **Request for Additional Information/Question** – Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made in writing to the attention of the Designated Procurement Representative identified in the solicitation no later than **SEVEN (7) CALENDAR DAYS** prior to the appointed bid due date. *Oral answers will not be authoritative.*
- 2.6. **Questions Regarding Specifications or Bid Submittal Process** – To ensure fair consideration for all parties, the City prohibits communication to or with any department,

division, employee, or city representative from the date of issuance of this solicitation until final City action, solicitation award or contract execution. If the Bidder should be of the opinion that the meaning of any part of the specifications is doubtful or obscure, or that they contain errors or reflect omissions, he should report such opinion or opinions in writing for an interpretation using the methods detailed here.

- 2.6.1. Bidders are encouraged to submit their questions electronically through *Vendor Registry*. If this is not possible questions may be submitted via e-mail to [purch@leesburgflorida.gov](mailto:purch@leesburgflorida.gov). You must reference the solicitation number in the subject line. All requests for information or questions should be clearly marked and must be received no later than the time and date indicated on the summary sheet.
- 2.6.2. All questions relative to interpretation of specifications, scope of services or the qualifications submittal process shall be addressed **in writing**
- 2.6.3. Any interpretation made to potential Bidders will be expressed in the form of an addendum to the solicitation which, if issued, will be made available to all prospective Bidders no later than **THREE (3) BUSINESS DAYS** before the solicitation due date.
- 2.6.4. It will be the responsibility of the Bidders to contact the Purchasing Division prior to submitting their bid(s) to ascertain if any addenda have been issued, to obtain all such addenda, and return executed addenda with the submittal.

GT-3. **Award** – Award may be made to the source which offers the best value to the City. The City reserves the right to reject any and all offers, to waive non-material irregularities or technicalities and to re-advertise for all or any part of the solicitation as deemed in its best interest. The City will be the sole judge of its best interest.

GT-4. **Assignment** – The vendor shall not assign or transfer any contract resulting from this solicitation, including any rights title or interest therein, or its power to execute such contract to any person, company or corporation without the prior written consent of the City.

GT-5. **Basis for Bidding** – The total amount bid shall be based on unit prices and/or lump sum(s) according to the Schedule of Bid items form for the solicitation. Any quantities shown in the Schedule of Bid Items are estimates for the purpose of arriving at a total bid price for the comparison of Bids.

GT-6. **Cancellation of Solicitation** – The City reserves the right to cancel, in whole or in part, any solicitation when it is in the best interest of the City. Availability of all information related to a cancelled solicitation is subject to Chapter 119, Florida Statutes.

GT-7. **City is Tax Exempt** – The City is generally exempt from Federal Excise Taxes and all State of Florida sales and use taxes. Do not include any tax on any item or service. The City will provide an exemption certificate upon request. Contractors doing business with the City are not exempt from paying sales tax to their suppliers for materials to fulfill contractual obligations with the City, nor shall any contractor be authorized to use any of the City's Tax Exemptions in securing such materials.

GT-8. **Collusion Among Firms** – Where two (2) or more related parties, as defined herein, each submit a bid for the same contract, such bids shall be presumed to be collusive. The foregoing presumption may be rebutted by the presentation of evidence as to the extent of ownership,

control and management of such related parties in preparation of such submittals. Related parties shall mean an interested party or the principals thereof which have a direct or indirect ownership interest in another interested party for the same contract or in which a parent company or the principals thereof of one interested party have a direct or indirect ownership interest in another interested party for the same contract. Furthermore, any prior understanding, agreement, or connection between two (2) or more corporations, firms, or persons submitting a response for the same materials, supplies, services, or equipment shall also be presumed to be collusive. The relationship of manufacturer or their representative(s) providing pricing to distributors while each party submits a bid for the same materials, supplies, services, or equipment shall be presumed to be collusive. Responses found to be collusive shall be rejected. Respondents which have been found to have engaged in collusion may be considered non-responsible, and may be suspended or debarred, and any contract resulting from collusive actions may be terminated for default.

- GT-9. **Conflict of Interest** – The award hereunder is subject to Chapter 112, Florida Statutes. All respondents must disclose with their response the name of any officer, director, or agent who is also an employee of the City of Leesburg. Further, all respondents must disclose the name of any City of Leesburg employee who owns, directly or indirectly, an interest of five percent (5%) or more of the respondents firm or any of its branches.
- GT-10. **Conflicts within the Solicitation** – Where there appears to be a conflict between the General Terms and Conditions, Special Terms and Conditions, the Statement of Work/Scope of Services/Specifications, the Schedule of Bid Items/Forms Section, or any addendum issued, the order of precedence shall be the last addendum issued, the Schedule of Bid Items/Forms Section, the Statement of Work/Scope of Services/Specifications, the Special Terms & Conditions, and then the General Terms & Conditions. In addition, in the case of a conflict between any term or provision contained in contract documents which cannot be resolved by the order of precedence set forth previously, the term or condition that is more stringent and/or specific shall govern and apply.
- GT-11. **Cost of Preparing Proposal** – All costs incurred by the Bidder for proposal preparation and participation in this competitive procurement will be the sole responsibility of the Bidder. The City of Leesburg will not reimburse any Bidder for any such costs. This shall include any costs incurred for equipment and product demonstrations, on-site or other locations.
- GT-12. **Copeland "Anti-Kickback" Act** – The Contractor must comply with the Copeland "Anti-Kickback" Act, 18 USC 874 as supplemented in Department of Labor regulations, 29 CFR Part 3, prohibiting employers from inducing any person employed to give up any part of the compensation to which he or she is otherwise entitled.
- GT-13. **Disputes** – In case of any doubt or differences of opinion as to the items to be furnished hereunder, the decision of the City of Leesburg Purchasing Division shall be final and binding on both parties.
- GT-14. **Governing Law/Jurisdiction** – The interpretation, effect, and validity of any contract(s) resulting from this solicitation shall be governed by the laws and regulations of the State of Florida. Venue of any court action shall be in Lake County, Florida. In the event that a suit is brought for the enforcement of any term of the contract(s).

- GT-15.**Inspection and Acceptance of Equipment** – The equipment provided under any contract awarded in accordance with this solicitation shall remain the property of the Seller until a physical inspection of the equipment is made and thereafter accepted to the satisfaction of the City. Seller must also provide all documentation required and documents required for the City to title and license for use any equipment when applicable. Equipment must comply with all the terms herein. In the event the equipment supplied to the City is found to be defective or does not conform to the specifications, the City reserves the right to cancel the order upon written notice to the Seller. Equipment shall be returned to the Seller at the Seller's expense. The City may take up to 15 days to complete their inspection of the equipment. The inspection period will be used to determine if the equipment meets the specifications requested and is fit for its intended use. Payment will be authorized upon final acceptance.
- GT-16.**Late Bids** – Bid responses are due no later than the due date and time designated in the solicitation document or as amended by any addenda issued. The “local atomic time” as displayed on the “atomic clock” in the Purchasing Office is the Official Time. Bids not in possession of City by the due date and time shall be deemed late and shall not be considered for award. Late Bids delivered by third-party couriers will be retained, not returned, by the City in accordance with State of Florida Public Records Laws but shall not be considered for award. Late Bids will not be included on the Preliminary Bid Tabulation or the Final Detailed Bid Tabulation. Late bids delivered by the Bidder shall be refused by Purchasing staff at the time of delivery.
- GT-17.**Liability** – The vendor shall hold and save the City of Leesburg, its officers, agents, and employees harmless from liability of any kind in the performance of or fulfilling the requirements of the Purchase Order or Contract which may result from award of this solicitation.
- GT-18.**Other Agencies** – With the consent of the vendor, other agencies may make purchases in accordance with the contract. Such purchases shall be governed by the same terms and conditions as stated herein with the exception of the change in agency name, delivery locations and legal jurisdiction.
- GT-19.**Price Bid** – The unit prices, lump sum(s) and total price bid for the work shall be stated in figures in the appropriate places on the prescribed form(s), and shall be firm for **SIXTY (60) CALENDAR DAYS** after the solicitation due date, unless stated differently in another Section of this solicitation. In the case of a discrepancy between the unit cost and extended cost the unit cost quoted will take precedence. The City shall recalculate a revised extended cost and make not on the Final Detailed Bid Tabulation.
- GT-20.**Prompt Payment** – It is the policy of the City that payment for all purchases by the City shall be made in a timely manner and that interest payments will be made on late payments in accordance with Part VII, Chapter 218, Florida Statutes, known as the Florida Prompt Payment Act. The bidder may offer cash discounts for prompt payments; however, such discounts will not be considered in determining the lowest price during bid evaluation. Prompt Payment shall be made only from a proper and correct invoice provided by the Vendor to the City's Billing Address of Accounts Payable, PO Box 490630, Leesburg, Florida 34749-0630.

- GT-21. **Protests** – Protests must be submitted in writing to the Purchasing Manager at 204 N. 5<sup>th</sup> Street, Leesburg, FL 32748 no later than **THREE (3) BUSINESS DAYS** after the day the Notice of Recommendation to Award is published on Vendor Registry ([www.vendorregistry.com](http://www.vendorregistry.com)). The written protest must specifically state the reason for the protest, exactly what is being protested and state the desired resolution. Protests received after the deadline shall not be considered. The Purchasing Manager will respond to protests no later than **SEVEN (7) BUSINESS DAYS** from the day it is received. In case of a protest the determination and decision of the City of Leesburg Purchasing Division shall be final.
- GT-22. **Public Entity Crimes** – Pursuant to Section 287.133(12)(a) of the Florida Statutes, 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 Response on a contract to provide any goods or services to a public entity, may not submit a bond on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bid Responses 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 in Section 287.017 for Category Two (\$25,000) for a period of 36 months from the date of being placed on the convicted vendor list."
- GT-23. **Public Records Law** – The State of Florida has a very broad public records law. Florida Statute Chapter 119 will apply to all bid responses and all procurement business conducted by the City.
- GT-24. **Qualifications of Respondents** – The City of Leesburg reserves the right before awarding the Bid, to require the Bidder to submit such evidence of his qualifications and experience as it may deem necessary, and may consider any evidence available to it of the financial, technical and other qualifications and abilities of a Bidder.
- 24.1. The respondent is assumed to be familiar with all Federal, State or local laws, codes, ordinances, rules and regulations that in any manner affect the work, and to abide thereby if awarded the Contract. Ignorance of legal requirements on the part of the Bidder will in no way relieve him of responsibility.
  - 24.2. Any Bidder may be required to show to the complete satisfaction of the City of Leesburg that he has the necessary personnel, facilities, abilities, and financial resources to provide the equipment or goods in a satisfactory manner and within the time specified.
  - 24.3. Bidders must possess any and all required licenses to provide the equipment or goods for this solicitation. The Bidder must hold any required licenses at the time of submitting their bid.
- GT-25. **Quantities** – The City reserves the right to adjust quantities stated in this solicitation. Available funding versus prices bid may affect actual quantities ordered. The City may choose to increase or decrease quantities stated in the documents depending on the circumstance. The City is not obligated to place any order for a given amount subsequent to the award of this solicitation. The City may use any stated estimated quantities in the award evaluation process. Estimated quantities do not contemplate or include possible additional quantities that may be ordered by other government, quasi-governmental or non-profit entities utilizing this contract. In no event shall the City be liable for payments in excess of the amount due for quantities of goods or services actually ordered.

- GT-1. **Registration** – Any vendor being recommended for an award or purchase from this solicitation is required to register with the City's on-line vendor management system. That on-line system is powered by Vendor Registry and can be accessed by navigating to [www.leesburgflorida.gov/purchasing](http://www.leesburgflorida.gov/purchasing) and select the Vendor Registry icon. There is no cost to register. Following issuance of the Notice of Recommendation for Award (NORA), the recommended vendor will be provided instructions on how to register with Vendor Registry. Registration must be completed prior to any work or purchases be made under the Contract.
- GT-2. **Responsiveness** – Responses shall conform in all material respects to the solicitation in order to be considered for award. Any bid which fails to conform to the solicitation's essential requirements may be rejected. Any Bid which fails to include the requested information and provided on the forms provided by the City may be considered non-responsive and disqualified from consideration for award. The City shall notify any Bidder in writing whose Bid has been deemed non-responsive.
- GT-3. **Right to Accept or Reject Bids** – Bids which are incomplete, unbalanced, conditional, obscure or which contain additions not required, or irregularities of any kind, or which do not comply in every respect with the solicitation, and the Contract Documents, may be rejected at the option of the City of Leesburg (also see the solicitation Definitions).
- GT-4. **Rules, Regulations and Licenses** – The awarded vendor shall comply with all federal, state, county, and local laws ordinances, rules and regulations applicable to the provision of the goods and/or services specified in this solicitation. Lack of knowledge by the Bidder will in no way be relief from responsibility.
- GT-5. **Signature of Vendor** – The Vendor shall sign the Bid response forms in the space provided for the signature. If the vendor is an individual, the words, "Doing Business As (business name)", or "Sole Owner" shall appear beneath his signature. In the case of partnership, the signature of at least one of the partners shall follow the company name and the words, "Member of Firm", should be written beneath such signature. If the vendor is a corporation, the title of the officer signing the Bid response on behalf of the corporation shall be stated and evidence of his authority to sign the Bid response shall be submitted. The vendor shall state in the Bid response the name and address of each person interested herein.
- GT-6. **State Registration Requirements** – Any corporation submitting a bid in response to this Solicitation shall either be registered or have applied for registration with the Florida Department of State in accordance with the provisions of Chapter 607, Florida Statutes. A copy of the registration/application may be required prior to award of a contract. Any partnership submitting a response to this Solicitation shall have complied with the applicable provisions of Chapter 620, Florida Statutes. For additional information on these requirements, please contact the Florida Secretary of State's Office, Division of Corporations, (800) 755-5111 (<http://www.dos.state.fl.us>).
- GT-7. **Warranty** – All warranties express and implied, shall be made available to the City for goods covered by this solicitation. All goods furnished shall be fully guaranteed by the Seller against factory defects and workmanship. At no expense to the City, the Seller shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty period. The special conditions of the solicitation may supersede the manufacturer's standard warranty.



GT-8. **Withdrawal of Bids** – Any Bid response may be withdrawn **prior** to the due date and time specified in the solicitation document and any addenda. Bid responses may not be withdrawn, except with approval of the Purchasing Manager, after the due date and time have passed.

[END OF SECTION]

**Complete ALL the forms in this section and submit them in a sealed envelope as your bid response.**

General Vendor Information			
Company Name:			
Physical Address:			
Mailing Address:			
Phone No.:		FEIN No.:	
Email Address:			
Financial Status: <input type="checkbox"/> Poor <input type="checkbox"/> Good <input type="checkbox"/> Excellent		No. of Years in Business:	
No. of Personnel Currently Employed:		No. of Personnel Available for this Project:	
<b>Principal Name</b>		<b>Title</b>	
Describe the type of work normally performed by your company:			

**Provide information regarding who may be contacted regarding this bid response.**

Primary Contact	
Name:	_____
Title:	_____
Address:	_____
Phone No.:	_____ Mobile Phone No.: _____
Email Address:	_____

**IFB 180181  
 Flame Retardant Uniforms  
 SCHEDULE OF BID ITEMS**

Your Bid MUST BE submitted on this form. Double check the Bid prices.  
 Amounts cannot be changed following the Bid due date and time.

**Submitting Vendor Name:** \_\_\_\_\_

**BASE BID**

<b>Item No.</b>	<b>Item Description</b>	<b>Manufacturer Part No. (No Substitutes)</b>	<b>Larger Size Starts</b>	<b>Est. Qty.</b>	<b>Unit</b>	<b>Unit Price</b>
1.0	Short Sleeve Tee Shirt with No Pocket	DRIFIRE DF2-CM-446TS-DS		154	Each	\$
1.1	Short Sleeve Tee Shirt with No Pocket - Larger Sizes	DRIFIRE DF2-CM-446TS-DS		70	Each	\$
2.0	Long Sleeve Button Up Shirts in Khaki	DRIFIRE DF2-324LS-KH		154	Each	\$
2.1	Long Sleeve Button Up Shirts in Khaki – Larger Sizes	DRIFIRE DF2-324LS-KH		70	Each	\$
3.0	Henley short sleeve t-shirt with pocket in Navy	CARHARTT 100234-410		154	Each	\$
3.1	Henley short sleeve t-shirt with pocket in Navy - Larger Sizes	CARHARTT 100234-410		70	Each	\$
4.0	Henley short sleeve t-shirt with pocket in Gray	CARHARTT 100234-051		154	Each	\$
4.1	Henley short sleeve t-shirt with pocket in Gray - Larger Sizes	CARHARTT 100234-051		70	Each	\$
5.0	Henley long sleeve shirt in Gray	BULWARK SEL2GY		154	Each	\$
5.1	Henley long sleeve shirt in Gray - Larger Sizes	BULWARK SEL2GY		70	Each	\$

<b>Item No.</b>	<b>Item Description</b>	<b>Manufacturer Part No. (No Substitutes)</b>	<b>Larger Size Starts</b>	<b>Est. Qty.</b>	<b>Unit</b>	<b>Unit Price</b>
6.0	Henley long sleeve shirt in Dark Navy	BULWARK SEL2NV		154	Each	\$
6.1	Henley long sleeve shirt in Dark Navy - Larger Sizes	BULWARK SEL2NV		70	Each	\$
7.0	Denim Pants	DICKIES FR488AC14DN		154	Each	\$
7.1	Denim Pants - Larger Sizes	DICKIES FR488AC14DN		70	Each	\$
8.0	Denim Pants	DICKIES FR498AC14DN		154	Each	\$
8.1	Denim Pants - Larger Sizes	DICKIES FR498AC14DN		70	Each	\$
9.0	Denim Pants	WRANGLERS FR13MMS		154	Each	\$
9.1	Denim Pants - Larger Sizes	WRANGLERS FR13MMS		70	Each	\$
10.0	Denim Pants	CARHARTT FRB004-MDS		154	Each	\$
10.1	Denim Pants - Larger Sizes	CARHARTT FRB004-MDS		70	Each	\$
11.0	Denim Pants	CARHARTT FRB13-DNM		154	Each	\$
11.1	Denim Pants - Larger Sizes	CARHARTT FRB13-DNM		70	Each	\$

Item No.	Item Description	Manufacturer Part No. (No Substitutes)	Larger Size Starts	Est. Qty.	Unit	Unit Price
12.0	Zipper Front Sweatshirt	BULWARK SEH4NV		22	Each	\$
12.1	Zipper Front Sweatshirt - Larger Sizes	BULWARK SEH4NV		10	Each	\$
13.0	Duck Coat	CARHARTT 101618-410		22	Each	\$
13.1	Duck Coat - Larger Size	CARHARTT 101618-410		10	Each	\$
ADDITIONAL SERVICES						
14.0	Embroidered Logo - FR thread	Embroidery Logo			Each	\$
14.1	One time setup fee	Setup			LS	\$
15.0	Screen print logo	Screen Logo			Each	\$
15.1	One time setup fee	Setup			LS	\$
16.0	Price for initial sizing	N/A			Each	\$

[Rest of page intentionally left blank.]

**BIDDER'S CERTIFICATION**

- I have carefully examined the Invitation for Bid, Instructions to Bidders, General and/or Special Conditions, Specifications, the Bid submitted and any other documents accompanying or made a part of this invitation.
- I hereby promise to furnish the goods as specified in the Invitation for Bid at the prices or rates set forth in my bid. I agree that my bid will remain firm for the period established in the bid document in order to allow the City adequate time to evaluate the bids and make award. Furthermore, I agree to abide by all conditions of the bid.
- I certify that all information contained in this bid is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this bid on behalf of the vendor / contractor as its act and deed and that the vendor / contractor is ready, willing and able to perform if awarded the bid.
- I further certify that this bid is made without prior understanding, agreement, connection, discussion, or collusion with any person, firm or corporation submitting a bid for the same product or service; no officer, employee or agent of the City of Leesburg or of any other bidder interested in said bid; and that the undersigned executed this Bidder's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.
- I further certify that having read and examined the specifications and documents for the designated services and understanding the general conditions for contract under which services will be performed, does hereby propose to furnish all labor, equipment, and material to provide the services set forth in the Solicitation.
- I hereby declare that the following listing states any clarifications, any and all variations from and exceptions to the requirements of the specifications and documents. The undersigned further declares that the products will be delivered in strict accordance with such requirements, and understands that any exceptions to the requirements of the specifications and documents may render the bidder's submission non-responsive.

**NO EXCEPTIONS WILL BE ALLOWED AFTER THE BID IS SUBMITTED.**

Please check one:

I take NO exceptions

I take the exceptions listed here:

(If more space is needed, please indicate exceptions here and attach additional pages as needed)

**ADDENDUM ACKNOWLEDGMENT**

No Addendum were issued.

The undersigned acknowledges receipt of the following addenda to the Invitation to Bid (indicate number and date of each):

Addendum No.	Dated:	Addendum No.	Dated:
Addendum No.	Dated:	Addendum No.	Dated:

**FAILURE TO SUBMIT ACKNOWLEDGEMENT OF ANY ADDENDUM THAT AFFECTS THE BID PRICES IS CONSIDERED A MAJOR IRREGULARITY AND MAY BE CAUSE FOR REJECTION OF THE BID.**

**LOCAL VENDOR STATUS DECLARATION**

The responding firm and firm that will enter into an agreement with the City, if selected, declares the following selected Local Vendor status.

Provide Physical Address of Business Office or Full Time Sales Office:
--

- My Firm Qualifies as a Tier I - Local Vendor for this solicitation**  
 "Tier I Local Vendor" shall be defined as the primary Business Office or a Full Time Sales Office of the vendor being located within the City of Leesburg or the vendor receiving one or more Utility Services (excluding communications/Internet) from the City of Leesburg.
- My Firm Qualifies as a Tier II - Local Vendor for this solicitation**  
 "Tier II Local Vendor" shall be defined as the primary Business Office or a Full Time Sales Office of the vendor not meeting the definition of a Tier I Local Vendor but nonetheless being located within the 20-Mile Radius as defined in this policy.
- My Firm does not qualify as a local vendor**

**BID CERTIFICATION SIGNATURES**  
 (This section must be signed and completed.)

Name of Business	Telephone Number
By: Signature	E-mail Address
Printed Name	Mailing Address
Title	City, State, Zip Code

**BUSINESS REFERENCES**

Provide at least three (3) business references for EXISTING customers whom you provide the same or similar products or services. You must use this form. Attaching a separate listing may cause your bid to be deemed non-responsive and rejected.

<b>CUSTOMER REFERENCE</b>	
<b>Contact Person:</b>	
<b>Contact E-mail:</b>	
<b>Contact Phone:</b>	
<b>Customer Since (Date):</b>	
<b>Description and Value of Work:</b>	
<b>CUSTOMER REFERENCE</b>	
<b>Contact Person:</b>	
<b>Contact E-mail:</b>	
<b>Contact Phone:</b>	
<b>Customer Since (Date):</b>	
<b>Description and Value of Work:</b>	
<b>CUSTOMER REFERENCE</b>	
<b>Contact Person:</b>	
<b>Contact E-mail:</b>	
<b>Contact Phone:</b>	
<b>Customer Since (Date):</b>	
<b>Description and Value of Work:</b>	