

**MORGAN COUNTY COMMISSION**  
**INVITATION TO BID**  
**BID INVITATION NUMBER: 20-06**  
**Uniforms**

Morgan County Commission is soliciting sealed bids for the items listed above. Bids will be received by the Morgan County Commission at the Morgan County Courthouse, Commission Office, 5<sup>TH</sup> Floor, 302 Lee Street, Decatur, Alabama 35602, until

**Wednesday, May 6, 2020, at 9:00 a.m. C.D.T.**

Bids will be opened in the County Commission Chambers at the above stated time and date. Time is of the essence in submitting bids and only sealed bids received in the commission office by the time listed above shall be opened and considered. Bidders and other interested individuals are invited to attend the bid opening.

Prospective bidders are instructed to read the General Terms and Conditions and Bid Specifications very carefully. Bid addendums will be provided to all bidders, if necessary. Bids must be made in compliance with the guidelines in the sections referred to herein and ***each page initialed by the bidder representative to denote understanding of such compliance and returned with the submitted bid.***

Bid envelopes should be sealed and marked as follows:

**Bid Invitation Number 20-06**  
**Uniforms**  
**May 6, 2020**

Bids may be mailed to Morgan County Commission, P.O. Box 668, Decatur, AL 35602.

If there are any questions about bid procedures, please contact Jessica Smith at 256.351.4732 or [jsmith@co.morgan.al.us](mailto:jsmith@co.morgan.al.us).

**General Terms and Conditions**

- All bids must be typed or hand written in ink on the attached Bid Proposal Form. Bids submitted in pencil and bids not submitted on the Bid Proposal Form will not be considered. All corrections shall be initialed and dated by the bidder representative. Bids that are submitted without being signed will automatically be rejected.
- Bid envelopes must be sealed and must indicate clearly the appropriate bid number, bid item, and bid opening date, as indicated on the cover sheet of the bid packet. Bids by Facsimiles and emails will not be accepted. The commission will not be responsible in the event the U.S. Postal Service or any other courier system fails to deliver the proposal to the Commission office by the deadline stated in the bid request.
- The Commission provides equal opportunities for all businesses and does not discriminate against any vendor regardless of race, sex, creed, age, disability, national origin or religion in consideration for an award. Bidders must abide by the provision of the American with Disabilities Act of 1990 and assure that in

Bidder Initials: \_\_\_\_\_

connection with the performance of work under this agreement that they are an equal opportunity employer and do not discriminate on the basis of race, sex, creed, age, disability, national origin or religion.

- All bidders must comply with applicable sections of the Alabama Competitive Bid Law, Code of Alabama, 1975.
- **All bid amounts shall be submitted on the attached Bid Proposal Form.** Prices quoted shall be delivered prices, exclusive of all federal or state excise, sales, and manufacturer's taxes. The Commission will assume no transportation or handling charges other than specified in the bid.
- A completed W-9 should be included with your bid package.
- A completed affidavit of compliance with E-Verify should be included with your bid package.
- The Morgan County Commission reserves the right to cancel the contract with a 30 day written notice to the contractor if the performance of the service is unsatisfactory.
- These specifications and acceptance hereof, shall constitute exclusively and entirely the agreement for the service as described within.
- The attached specifications are being provided to potential bidders as guidelines, which describe the type and quality of equipment, supply, and/or service the Commission is seeking to purchase.
- By signing this contract, grant, or other agreement, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.
- By signing this contract, grant, or other agreement, the contracting parties affirm, for the duration of the agreement, that such contractor is not currently engaged in, and an agreement that the contractor will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which Alabama can enjoy open trade.
- After contract award, orders will be placed on an as needed basis. Items must be delivered within 14 days of order date.
- Bidders cannot submit more than one (1) bid.
- While the bid award may be made to the lowest bidder meeting all specifications, Morgan County may not award the bid on the basis of the low bid only. Determination of award may involve all or some of the following factors: quality, price, conformity to specifications, performance, facilities and equipment, experience, delivery promise, terms of payments, compatibility as required, other costs and other objective and accountable factors which are reasonable. When responsive and responsible bids are equal, a local vendor shall be favored. The commission reserves the right to accept or reject any or all items covered in the request, or any portion(s) thereof, waive formalities, re-advertise and/or take such other steps deemed necessary and in the best interest of the Commission. Bidders may be disqualified and bid proposals may be rejected for any of (but not limited to) the following causes:
  1. Failure to use the bid forms furnished by the Commission
  2. Lack of signature by an authorized representative on the Bid Proposal Form.
  3. Failure to properly complete the bid form.
  4. Failure to furnish performance bond, when required.
- Bidders will be required to make a pre-bid appointment with a representative of the Morgan County Commission Office prior to Friday, May 1, 2020 and present samples of all shirts and hats that bidders will furnish in the performance of work specified under this contract. Duplicate samples are not required for like items. (i.e. Ladies vs. Adult sizes, short sleeved vs. long sleeved) Samples must be furnished free of expenses and be returned at the Bidder's expense. If bidder does not make arrangements for the return of

Bidder Initials: \_\_\_\_\_

samples within sixty (60) days after the bid opening, the samples will be discarded. Bidders will be required to label each sample with a description and manufacturer name. A signed Certificate of Attendance will be provided after the appointment and must be included with each submitted bid. Bids offered without this signed certificate shall be rejected without further review. Please contact Jessica Smith at (256)351-4732 or [jsmith@co.morgan.al.us](mailto:jsmith@co.morgan.al.us) to schedule a pre-bid appointment.

Term: The bid shall be valid for a period of one (1) year from date of award, with the option to renew for two (2) additional one (1) year periods at the same pricing if agreeable by both parties.

Bidder Initials: \_\_\_\_\_

## Specifications for Uniform Purchases

**Important: All bid amounts shall be submitted on the attached Bid Proposal Form!**

- 1) Set up charges per Embroidered Logo (Initial and Subsequent)
- 2) Set up charges per Screen Printed Logo (Initial and Subsequent)
- 3) Logo and Application Charge of Embroidered Logo Per Item
  - 1-5 items
  - 6-25 items
  - 26 or more items
- 4) Logo and Application Charge of Screen Printed Logo Per Item
  - 1-5 items
  - 6-25 items
  - 26 or more items
- 5) Snag-Proof Polyester Polo Short Sleeved shirt (Ladies XS-4XL)
  - 4.7-ounce, 100% Polyester with embossed pattern
  - Self-Fabric collar
  - Dyed-to-match rubber buttons
  - Set-in, open hem sleeves
  - 1-button, Y-placket
  - Grey, Navy and Black
  - Suitable for embroidered logo
- 6) Snag-Proof Polyester Polo Short Sleeved shirt (Adult XS-4XL)
  - 4.7-ounce, 100% Polyester with embossed pattern
  - Self-Fabric collar
  - Dyed-to-match rubber buttons
  - Set-in, open hem sleeves
  - 3-button placket
  - Grey, Navy and Black
  - Suitable for embroidered logo
- 7) 50/50 Cotton/Poly Short Sleeved Pocket T-shirt (Adult XS-3XL)
  - At least 5.4 ounce
  - Moisture-Wicking
  - Grey and Safety Yellow
  - Suitable for screen printed logo

Bidder's Initials: \_\_\_\_\_

8) 100% Cotton Long Sleeved T-shirt (Adult XS-3XL)

- At least 5 ounce
- Grey and Safety Yellow
- Suitable for screen printed logo

9) Pique Polo Short Sleeved shirt (Ladies XS-4XL)

- 4.4 ounce, 60/40 Cotton/Poly Pique
- Flat knit collar and cuffs
- Dyed-to-match buttons
- Side vents
- 4-button placket
- Grey, Navy and Black
- Suitable for embroidered logo

10) Pique Polo Short Sleeved shirt (Adult XS-4XL)

- 4.4 ounce, 60/40 Cotton/Poly Pique
- Flat knit collar and cuffs
- Dyed-to-match buttons
- Side vents
- 3-button placket
- Grey, Navy and Black
- Suitable for embroidered logo

11) Pique Polo Long Sleeved shirt (Adult XS-4XL)

- 4.4 ounce, 60/40 Cotton/Poly Pique
- Flat knit collar and cuffs
- Dyed-to-match buttons
- Side vents
- 3-button placket
- Grey, Navy and Black
- Suitable for embroidered logo

12) Snag-Proof Polyester Short Sleeved T-shirt (Adult XS-4XL)

- 4.7 ounce, 100% Polyester Jersey
- Set-in Sleeves
- Grey and Safety Yellow
- Suitable for screen printed logo

Bidder's Initials: \_\_\_\_\_

13) Wrinkle Resistant Oxford Short Sleeved Shirt (Ladies XS-4XL)

- At least 4.6 ounce
- Cotton/Poly Blend
- Open Collar
- Bust Darts
- Back Shoulder Pleats
- Left Chest Pocket
- White, Light Blue and Navy
- Suitable for embroidered logo

14) Wrinkle Resistant Oxford Short Sleeved Shirt (Adult XS-4XL)

- At least 4.6 ounce
- Cotton/Poly Blend
- Button-down collar
- Back Shoulder Pleats
- Left Chest Pocket
- White, Light Blue and Navy
- Suitable for embroidered logo

15) Wrinkle Resistant Oxford Long Sleeved Shirt (Ladies XS-4XL)

- At least 4.6 ounce
- Cotton/Poly Blend
- Open Collar
- Bust Darts
- Back Shoulder Pleats
- Adjustable Cuffs
- White, Light Blue and Navy
- Suitable for embroidered logo

16) Wrinkle Resistant Oxford Long Sleeved Shirt (Adult XS-4XL)

- At least 4.6 ounce
- Cotton/Poly Blend
- Button-down collar
- Back Shoulder Pleats
- Adjustable Cuffs
- Left Chest Pocket
- White, Light Blue and Navy
- Suitable for embroidered logo

Bidder's Initials: \_\_\_\_\_

17) Industrial Short Sleeved Work Shirt (Adult XS-4XL)

- 4.25 ounce 65/35 Poly/Cotton
- 7 buttons including button at the neck
- Open Collar with sewn-in stays
- Two button-through pockets
- Bartacked pencil stall on left pocket
- Yarn-dyed fabric
- Tan, Grey and Blue
- Suitable for embroidered logo

18) Industrial Long Sleeved Work Shirt (Adult XS-4XL)

- 4.25 ounce 65/35 Poly/Cotton
- 7 buttons including button at the neck
- Open Collar with sewn-in stays
- Two button-through pockets
- Bartacked pencil stall on left pocket
- Yarn-dyed fabric
- Tan, Grey and Blue
- Suitable for embroidered logo

19) Flame Resistant Long Sleeved Work Shirt (Adult S-3XL)

- NFPA 2112 Compliant
- Category 2 Protection
- Navy

20) Crewneck Sweatshirt (Adult S-4XL)

- 100% Cotton Face
- Grey, Navy and Black
- Suitable for embroidered logo

21) Mid-Weight Fleece Jacket (Ladies XS-4XL)

- At least 12 ounce 100% Polyester
- Reverse Coil Dyed-to-Match Zipper
- Twill Taped Neck
- Set In Sleeve
- Front Zippered Pockets
- Open Hem with Draw Cord and Toggles
- Open Cuffs
- Grey, Navy and Black
- Suitable for embroidered logo

Bidder's Initials: \_\_\_\_\_

22) Mid-Weight Fleece Jacket (Adult XS-4XL)

- At least 12 ounce 100% Polyester
- Reverse Coil Dyed-to-Match Zipper
- Twill Taped Neck
- Set In Sleeve
- Front Zippered Pockets
- Open Hem with Draw Cord and Toggles
- Open Cuffs
- Grey, Navy and Black
- Suitable for embroidered logo

23) Waterproof Safety Jacket (Adult S-4XL)

- Breathable and Waterproof polyester/polyurethane
- Generously sized
- Zipper front with hook and loop storm flap
- Covered zippered pockets
- Meets or Exceeds ANSI Class 3 High Visibility Standards
- Fluorescent Lime/Black
- Suitable for embroidered logo

24) Hip Length Work Jacket (Adult XS-4XL)

- 65/35 Poly/Cotton mid-weight twill
- Permanent Quilted Lining
- Slash Front Pockets
- Open Collar with sewn-in stays
- Machine Washable
- Sturdy Zipper Closure
- Adjustable snap cuffs
- Navy
- Suitable for embroidered logo

25) Waist Length Work Jacket (Adult XS-4XL)

- 65/35 Poly/Cotton mid-weight twill
- Permanent Quilted Lining
- Slash Front Pockets
- Open Collar with sewn-in stays
- Machine Washable
- Sturdy Zipper Closure
- Adjustable snap cuffs
- Navy
- Suitable for embroidered logo

Bidder's Initials: \_\_\_\_\_



26) Wide Brim Hat

- Unstructured
- UPF 30+ Sun Protection
- Moisture-Wicking Sweatband
- Durable, water-repellant finish
- Adjustable Draw Cord
- Grey, Navy and Black
- Suitable for embroidered logo

27) Mesh Snapback Cap

- Structured
- Mid Profile
- Cotton Twill
- Pre-curved Visor
- Grey, Navy and Black
- Suitable for embroidered logo

28) Visor

- Moisture-Wicking
- Grey, Navy and Black
- Suitable for embroidered logo

29) Unstructured Moisture-Wicking Cap

- Breathable
- Low Profile
- Moisture-Wicking Sweatband
- Hook and Loop Closure
- Grey, Navy and Black
- Suitable for embroidered logo

Bidder's Initials: \_\_\_\_\_

Bidder's Initials: \_\_\_\_\_

**Morgan County Commission**  
**BID PROPOSAL FORM**  
**Bid Invitation Number 20-06**  
**Uniforms**

Name of Your Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Contact Person & Phone: \_\_\_\_\_

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

ITEM NO	Set-Up Charges (Charges to be added to the applicable order total)	Initial Set-Up Charge	Set-Up Charge for Subsequent orders		
1	Embroidered Logo				
2	Screen Printed Logo				
ITEM NO	Logo and Application Charge Per Item (Charge includes all Logo material, equipment and labor per item. Does not include set-up charges as listed in items 1-2 or uniform items 5-29)	Unit Price (Cost per application)			
		QUANTITY 1-5	QUANTITY 6-25	QUANTITY 26-plus	
3	Embroidered Logo				
4	Screen Printed Logo				
ITEM NO	UNIFORM ITEM (Does not include Logo or application cost as listed in Item No. 1-4)	Manufacturer	Unit Price (Cost per Item)		
			QUANTITY 1-5	QUANTITY 6-25	QUANTITY 26-plus
5	Snag-Proof Polyester Polo Short Sleeved shirt (Ladies XS-4XL)				
6	Snag-Proof Polyester Polo Short Sleeved shirt (Adult XS-4XL)				
7	50/50 Cotton/Poly Short Sleeved Pocket T-shirt (Adult XS-3XL)				
8	100% Cotton Long Sleeved T-shirt (Adult XS-3XL)				

Bidder's Initials: \_\_\_\_\_

ITEM NO		UNIFORM ITEM (Does not include Logo or application cost as listed in Item No. 1-4)	Manufacturer	Unit Price (Cost per Item)		
				QUANTITY 1-5	QUANTITY 6-25	QUANTITY 26-plus
9		Pique Polo Short Sleeved shirt (Ladies XS-4XL)				
10		Pique Polo Short Sleeved shirt (Adult XS-4XL)				
11		Pique Polo Long Sleeved shirt (Adult XS-4XL)				
12		Snag-Proof Polyester Short Sleeved T-shirt (Adult XS-4XL)				
13		Wrinkle Resistant Oxford Short Sleeved Shirt (Ladies XS-4XL)				
14		Wrinkle Resistant Oxford Short Sleeved Shirt (Adult XS-4XL)				
15		Wrinkle Resistant Oxford Long Sleeved Shirt (Ladies XS-4XL)				
16		Wrinkle Resistant Oxford Long Sleeved Shirt (Adult XS-4XL)				
17		Industrial Short Sleeved Work Shirt (Adult XS-4XL)				1
18		Industrial Long Sleeved Work Shirt (Adult XS-4XL)				
19		Flame Resistant Long Sleeved Work Shirt (Adult S-3XL)				
20		Crewneck Sweatshirt (Adult S-4XL)				
21		Mid-Weight Fleece Jacket (Ladies XS-4XL)				
22		Mid-Weight Fleece Jacket (Adult XS-4XL)				

Bidder's Initials: \_\_\_\_\_

ITEM NO		UNIFORM ITEM (Does not include Logo or application cost as listed in Item No. 1-4)	Manufacturer	Unit Price (Cost per Item)		
				QUANTITY 1-5	QUANTITY 6-25	QUANTITY 26-plus
23		Waterproof Safety Jacket (Adult S-4XL)				
24		Hip Length Work Jacket (Adult XS-4XL)				
25		Waist Length Work Jacket (Adult XS-4XL)				
26		Wide Brim Hat				
27		Mesh Snapback Cap				
28		Visor				
29		Unstructured Moisture-Wicking Cap				

**NOTE: Quantity pricing for logos will apply to all items ordered with the same logo on the same order. Quantity pricing for Uniform Items will apply to all items ordered under the same Uniform Item No. per order.**

Exceptions/Deviations/Substitutions (attach additional sheets if necessary) :


\_\_\_\_\_  
Bidder Representative Signature

\_\_\_\_\_  
Date

**Notice:** As a condition of a bid, contracts or grant with Morgan County, compliance with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act must be provided. Please enter the name of your company and your name and complete the affidavit below. Your signature must be notarized.

**BUSINESS ENTITY:** \_\_\_\_\_

**APPLICANT NAME:** \_\_\_\_\_

## **E-VERIFY AFFIDAVIT**

I \_\_\_\_\_ (name), on behalf of \_\_\_\_\_ (business entity), and with lawful authority to act in its behalf, hereby execute this affidavit on behalf of the business listed above and, by executing this affidavit, I verify that business' compliance with Section 31-13-9 of the Code of Alabama, 1975, stating affirmatively that it does not knowingly employ, hire for employment or continue to employ an unauthorized alien. Further, the business has registered with and is participating and will participate during the performance of this contract with Morgan County in the federal work authorization program known as "E-verify" web address <https://e-verify.uscis.gov/enroll>, operated by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security to verify information of newly hired employees pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicable provisions of Alabama's Immigration Law. The undersigned further represents that, should the business employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the County, it will secure from such subcontractor(s) verification of compliance with Section 31-13-9 of the Code of Alabama, 1975, in a form substantially similar to this affidavit. The Business further agrees to maintain records of such compliance and provide a copy of each said verification to the County.

\_\_\_\_\_  
E-Verify Employment Eligibility Verification User ID Number

\_\_\_\_\_  
Applicant Signature

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary

My Commission expires: \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
				-						
or										
Employer identification number										
				-						

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign  
Here

Signature of  
U.S. person ►

Date ►

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*