



ATLANTA PUBLIC SCHOOLS

**Procurement Services
130 Trinity Avenue, S.W.
5th Floor
Atlanta, Georgia 30303**

INVITATION TO BID

For

The Leasing of Uniforms for Bus Drivers

October 31, 2007

Solicitation Number: 11/15/2007

Due Date: November 15, 2007

**ATLANTA PUBLIC SCHOOLS
ADVERTISEMENT FOR INVITATION TO BID**

NOTICE TO BIDDERS

Atlanta Public Schools invites bids for the leasing of uniforms for bus drivers.

Offerors should read the general terms and conditions and joint venture affidavit which may be obtained at http://www.atlanta.k12.ga.us/content/purch_solicit.aspx

If you are unable to download these documents, you may contact the assigned purchasing agent: Brent Bailey at (404) 802-2438 or bbailey@atlanta.k12.ga.us.

Sealed bids shall be received in the Office of Procurement Services of the Atlanta Public Schools, 130 Trinity Ave. S.W., 5th Floor Atlanta, Georgia 30303 up to:

10:00 AM E.S.T (as determined by the time stamp clock in the APS Procurement Services Department) on Thursday, November 15, 2007.

ATLANTA PUBLIC SCHOOLS

**Cecil S. Moore, CPPB, CPPO, C.P.M.
Director, Procurement Services**

TENTATIVE TIMELINE

10/31/2007:	Release ITB to the marketplace
11/06/2007:	Deadline for written questions 5:00PM
11/08/2007	Response to questions to be posted to the APS website, faxed or e-mailed.
11/15/2007:	ITB due in APS Procurement Services by 10:00 AM.
11/25/2007:	Announcement of Award

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The Leasing of Uniforms for Bus Drivers

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ATLANTA PUBLIC SCHOOLS

THE LEASING OF UNIFORMS FOR BUS DRIVERS

1.0 PURPOSE

1.1 The purpose of this solicitation is to obtain a vendor that can provide a quality leasing program for school bus driver uniforms.

1.2 In using this method for solicitation, we are requesting your best effort in seeking the lowest cost for our requirements. To be entitled to consideration, sealed bids shall be presented in accordance with the instructions of this solicitation and within the timeframe specified. It shall be the responsibility of the selected offeror to meet all specifications and guidelines set forth herein. Each bid shall be opened and read publicly. The APS, at its discretion, determines the criteria and process whereby bids are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by the District.

2.0 SCOPE OF WORK/SPECIFICATIONS

2.0. The awarded vendor must provide a quality uniform to include a polo style shirt, pants, jacket and patches for 400 bus drivers and monitors.

2.1. Shirt Specifications are to be as follows:

- Short sleeved polo style
- Versatile placket with 3 bone button closure
- Left chest pocket
- Hemmed bottom
- Stain-resistance and lasting color in 6.2-oz. spun polyester
- Navy Blue in color

2.2. Pant Specifications are to be as follows:

- Flex-Waist pants for comfort with long lasting fit
- Side elastic inserts expand the waistband up to 1 ½"
- Sturdy, post-cure permanent press twill
- Resistant to wrinkles
- Flat front style with two front slant pockets
- Two back welt pockets with security button on the left
- Side elastic with zipper fly front and button closure
- Long-lasting 7.75 oz. brushed, post-cure twill in poly/cotton blend
- Khaki in color

2.3. Jacket Specifications are to be as follows:

- 100% nylon shell with lightweight flannel lining in the body
- nylon-lined sleeves for easy on/off
- locker loop
- slash pockets

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THE LEASING OF UNIFORMS FOR BUS DRIVERS

- raglan sleeves with elastic cuffs
- drawstring bottom hem
- inside pocket with Velcro closures
- Navy Blue in color

2.4. The **patches** shall be of high standard with quality stitching on the upper left side of the polo style shirt and jacket.

2.5. For **leasing**, each bus driver would be provided five (5) shirts, five (5) pants and one (1) jacket.

- The vendor will responsible for administering measurements at the Atlanta Public School Transportation Facility.
- The employee will be responsible for laundering.
- If the garment no longer fits or is damaged with normal wear and tear, the vendor shall be responsible for replacing the uniform without additional charges.
- If an employee leaves the district, the uniforms shall be removed out of the service order and the Atlanta Public Schools is no longer responsible for their garments once the uniform is returned.

2.6. The awarded vendor shall also offer the following:

- A Custom-tailored program
- Complete on-time, error free deliveries
- Clear and accurate account statements
- Top notch customer service

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3.0 SPECIAL TERMS AND CONDITIONS

3.1. The Atlanta Public Schools has selected as its Owner's Representative, the Director of Transportation. After award, supervision of the contract will be performed by the owner's representative.

3.2. By submitting a response to this bid, the offeror accepts the responsibility for downloading, reading and abiding by the terms and conditions set forth in the General Terms and Conditions found on the Atlanta Public Schools web site at:
http://www.atlanta.k12.ga.us/content/purch_solicit.aspx

4.0 VENDOR REQUIREMENTS

4.1 Vendor must be primarily engaged in the business of providing uniforms

4.2 Vendor must have proven experience in providing the services specified in this bid.

4.3 Vendor must have adequate equipment, qualified personnel and the financial ability to provide the services specified in this bid.

5.0 SUBMISSION REQUIREMENTS

5.1. The original and three (3) copies of the bid shall be submitted (typewritten or printed in ink). Bids shall be submitted in a sealed package; labeled on the outside of the package with the company's name, address, bid name and bid number, due date and time due. No telephone, electronic or facsimile bids will be accepted.

5.2. Bids cannot be withdrawn after they are delivered to the APS, unless bidder makes a request in writing to the Director of Procurement Services prior to time set for receiving bids, or unless the Director of Procurement Services fails to accept or reject the bids within one hundred and twenty (120) days after the date fixed for receiving said bids.

5.3. Bids which contain irregularities of any kind and/or do not comply fully with solicitation documents may be rejected at the discretion of the Director of Procurement Services. Atlanta Public Schools shall not be liable for any costs associated or incurred by offeror in conjunction with preparation of documents.

5.4. By submitting a response the offeror certifies: "that this bid is made without prior understanding, agreement or connection with any corporation, company or person submitting a bid for the same service and is in all respects fair and without collusion or fraud; that collusive pricing is understood to be a violation of State and Federal law and can result in fines, prison sentences and civil damage awards." It is agreed that all conditions of the solicitation, notice to proceed and/or purchase order of APS shall be abided and that the person signing this bid is authorized to bid for the offeror.

5.5. Offeror shall submit with bid the bidder information form and the bidder reference form found in this solicitation. Failure to provide the information requested in complete and accurate detail may result in rejection of the bid. If further information is required to provide responsibility such as providing copies of

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licenses, certificates, permits, etc., the offeror will be notified, in writing and given seven (7) days from notification to comply.

5.6. Offeror shall read and completed all applicable forms in the general terms and conditions and joint venture affidavit and submit with your bid all required forms.

5.7. Offeror shall complete and submit Promise of Non-discrimination form with their bid.

5.8. Offeror shall submit with bid a copy of your company business license for the State of Georgia or Certificate of Authority to transact business in the state of Georgia.

5.9. Offeror shall provide with bid, a copy of their current business license or any certificate of authority to transact business awarded by a governmental agency. Failure to provide this information may result in the offeror being declared non-responsive.

5.10. If submitting bid forms (pricing) on a disk or CD, the disk or CD must be submitted with your bid. You must also provide a hard copy of all bid forms with your bid response whether or not you provide a disk or CD.

6.0 AWARD

6.1. A contract shall be awarded to the lowest responsive and responsible bidder whose bid is determined to be the most advantageous to the Atlanta Public Schools.

6.2. The award for this contract shall be for one (1) base year with two (2) one-year available options to renew at the sole discretion of the Superintendent of Atlanta Public Schools. The contract will be conditional upon the offeror's ability to comply with requirements set forth in the bid documents.

6.3. The Atlanta Public Schools must have the option to replace all uniforms after two (2) years with no additional charges.

6.4. Offeror shall not begin work without a purchase order issued by the Atlanta Public Schools Procurement Services Department.

6.5. Pricing must remain firm for one (1) year from date of award.

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NON-SUBMITTAL RESPONSE FORM

Bid Name: The Leasing of Uniforms for Bus Drivers

Bid Number: 11/15/2007

NOTE TO VENDOR:

If your company's response is a "non-submittal", the Atlanta Public Schools is very interested in the reason for such response since APS desires to ensure that the procurement process is fair, non-restrictive and attracts maximum participation from interested companies. We therefore, appreciate your responses to this non-submittal response form.

Please complete and fax this form to: (404) 802-1506

PLEASE INDICATE YOUR REASON FOR RESPONDING WITH A "NON-SUBMITTAL":

_____ UNABLE TO MEET REQUIREMENTS FOR THIS SOLICITATION.

_____ UNABLE TO MEET TIME FRAME ESTABLISHED FOR START AND/OR COMPLETION OF PROJECT.

_____ RECEIVED TOO LATE TO REPLY. RECEIVED ON _____.

_____ PLEASE REMOVE OUR COMPANY'S NAME FROM RECEIVING SIMILAR TYPE SOLICITATIONS

_____ OTHER (Please explain): _____

YOUR RESPONSE WILL BE GIVEN CAREFUL CONSIDERATION, AND INCLUDED IN THE CONTRACT FILE. YOUR INPUT WILL ASSIST THE ATLANTA PUBLIC SCHOOLS IN DETERMINING CHANGES NECESSARY TO INCREASE MAXIMUM PARTICIPATION AND COMPETITION.

COMPANY NAME

COMPANY ADDRESS

(_____) _____
BUSINESS TELEPHONE NUMBER

(_____) _____
FAX

E-MAIL ADDRESS

AUTHORIZED SIGNATURE

TITLE

DATE

ATLANTA PUBLIC SCHOOLS
OFFEROR AFFIRMATION FORM

Company Name: _____
Bid Name: The Leasing of Uniforms for Bus Drivers
Bid Number: 111507-01

After careful examination of the solicitation document in its entirety, uniforms for bus drivers, and any addendum(s) issued, the undersigned proposes to satisfy all requirements in accordance with said documents.

The solicitation checklist has been complied with, is completed and enclosed with this bid. For consideration of this bid, the undersigned hereby affirms that (1) he/she is a duly authorized official of the company, (2) that the bid is being submitted on behalf of the offeror in accordance with any terms and conditions set forth in this document, and (3) that the offeror will accept any awards made to it as a result of the bid submitted herein for a minimum of one hundred and twenty (120) calendar days following the date of submission.

If notified in writing by mail or delivery of the acceptance of these documents, the undersigned agrees to furnish and deliver to the assigned Purchasing Agent within seven (7) a certificate of insurance indicating coverage's specified within this solicitation.

A contract shall be established which will set forth the terms of this agreement. The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of Georgia.

Nondiscrimination in Employment: We the supplier of goods, materials, equipment or services covered by this bid or contract have not discriminated in the employment, in any way, against any person or persons, or refused to continue the employment of any person or persons on account of their race, creed, color, or national origin.

Respectfully submitted,

Company Name

Address

Authorized Official Name

Signature

Title

Date

(_____) _____
Business Telephone Number

(_____) _____
Fax

E-mail Address

The full names and addresses of persons and organizations interested in the foregoing Request for Bids as principals of the company are as follows:

The legal name of the bidder is:

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BID FORM

****Bidder shall provide samples of all items being solicited with their bid. The merchandise will be returned.**

<u>ITEM</u>	<u>QUANTITY</u>	<u>UNIT PRICE PER WEEK</u>	<u>EXTENDED COST PER WEEK</u>
<u>Polo Style Shirt</u>	<u>5</u>		
<u>Uniform Pant</u>	<u>5</u>		
<u>Uniform Jacket</u>	<u>1</u>		

<u>Item</u>	<u>Cost</u>
<u>STANDRAD COMPANY EMBLEM</u>	
<u>SET-UP CHARGE</u>	
<u>ANY ADDITIONAL CHARGES (I.E. SERVICE CHARGE)</u>	

List any discounts if available: _____

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PROVIDE PRICING TO PURCHASE UNIFORMS AT THE END OF THE LEASE

****Please provide pricing based on the depreciated value.**

<u>SHIRT</u>		
<u>PANT</u>		
<u>JACKET</u>		

Company Name

Authorized Company Representative Name (please print)

Title

Authorized Company Representative Signature

Date

**ATLANTA PUBLIC SCHOOLS
BIDDER INFORMATION FORM**

Solicitation Name: Uniforms for Bus Drivers
Solicitation #: 111507-01

This form must be completed and returned with your bid.

1. Company Name: _____
2. Street Address: _____
3. City, State, Zip Code: _____
4. Primary Contact: _____
5. Telephone: () _____ Fax: () _____
6. E-mail: _____
7. Company web site: _____
8. State tax identification number and state issued from: _____
9. Have any conditions or restrictions been placed by the company on this bid that would declare it non-responsive: Yes _____ No _____
10. Are you prepared to provide proof of insurance as required? Yes _____ No _____
11. Is this bid being submitted as a joint venture? Yes _____ No _____
If yes please download and complete the Joint Venture Affidavit.
12. Has your company ever been debarred from doing business with any federal, state or local agency?
Yes _____ No _____
If yes please provide details including agency name, date and reason for debarment.
13. Does your company offer online ordering? Yes _____ No _____
14. Does your company accept payment by credit card? Yes _____ No _____
15. Does your company require a contract to begin service? Yes _____ No _____
If yes please submit a contract with your response.

ATLANTA PUBLIC SCHOOLS
BIDDER REFERENCE FORM

Solicitation Name: Uniforms for Bus Drivers
Solicitation #: 111507-01

This form must be completed and returned with your bid.

All references must be from customers for whom your company has completed work similar to the specifications of this bid.

References for: _____
(Company Name)

1. Company: _____

Address, City, State, Zip: _____

Name/title of Contact Person: _____

Telephone: () Fax: () E-mail: _____

Provide the scope of work and date of project: _____

2. Company: _____

Address, City, State, Zip: _____

Name/title of Contact Person: _____

Telephone: () Fax: () E-mail: _____

Provide the scope of work and date of project: _____

3. Company: _____

Address, City, State, Zip: _____

Name/title of Contact Person: _____

Telephone: () Fax: () E-mail: _____

Provide the scope of work and date of project: _____

**ATLANTA PUBLIC SCHOOLS
SOLICITATION CHECKLIST**

Solicitation Name: Uniforms for Bus Drivers
Solicitation Number: 111507-01

The following items must be completed and submitted with your proposal in order for your response to be considered.

Submitted

Yes	No	Description
-----	----	-------------

- | | | |
|-------|-------|--|
| _____ | _____ | Received addendum(s). |
| _____ | _____ | Submitted the original and three (3) copies of the bid. |
| _____ | _____ | Offeror affirmation form. |
| _____ | _____ | Submitted bid form(s) and disk or CD if applicable. |
| _____ | _____ | Submitted offeror information form. |
| _____ | _____ | Submitted offeror reference form. |
| _____ | _____ | Submitted a copy of business license for the State of Georgia or Certificate of Authority to transact business in the state of Georgia |
| _____ | _____ | Read and completed all applicable forms in the General Terms and Conditions (Promise of Non-discrimination is mandatory). |
| _____ | _____ | Submitted Joint Venture Affidavit if applicable. |
| _____ | _____ | Submitted a copy of your contract if required to begin service. |

How did you hear about this bid?

- | | |
|-------|------------------------------|
| _____ | APS Website |
| _____ | Fulton Daily Report |
| _____ | Georgia Procurement Registry |
| _____ | Onvia |
| _____ | Other (please list) _____ |

Company Name

Signature of Authorized Company Representative

Date

COMPLETE THIS CHECKLIST AND SUBMIT WITH YOUR PROPOSAL