

REQUEST FOR BIDS

**CHINO VALLEY INDEPENDENT
FIRE DISTRICT**

**BI-ANNUAL FIREFIGHTER
CLASS B UNIFORM REPLACEMENT**

Bid No. 17-01

Submittal: Sealed bids must be received on or before
November 28, 2016, by 4:00 pm local time.

Addressed to: Chino Valley Independent Fire District
Attn.: Finance Manager
14011 City Center Drive
Chino Hills, California 91709

Mark Envelope: "SEALED BID No. 17-01, UNIFORMS FOR
FIREFIGHTER PERSONNEL"

**BIDS RECEIVED AFTER THE TIME AND DATE STATED ABOVE SHALL BE
RETURNED UNOPENED TO THE BIDDER.**



Chino Valley Independent Fire District Request for Bids

Bid No. 17-01

Bi-Annual Firefighter Class B Uniform Replacement

Introduction

The Chino Valley Independent Fire District (hereinafter referred to as the "District") is inviting bids from vendors for the purchase of Class B uniforms for firefighter personnel. Vendors desirous of submitting bids are hereinafter referred to as "Bidders."

General Information

The District is organized as a special district and is independently governed by a five-member elected board of directors, and its mission is to protect the lives and property of the community from the detrimental effects of fires, medical emergencies and other hazardous conditions.

For additional information regarding the District, Bidders may visit the District's website at www.chinovalleyfire.org.

Bid Specifications

The bid should include pricing for the initial purchase for all garments up to the quantity shown. Uniform requirements are as follows:

Item	Type	Style	Color	Quantity
Pant	Workrite Nomex	#402NX-75-NB	Navy Blue	330
		#402NX-75-BK	Black	21
S/S Shirt	Workrite Nomex	#730NX-45-NB with snap buttons	Navy Blue	330
		#730NX-45-BK with snap buttons and collar grommets	Black	21

Although not part of the formal bid, please provide pricing for long sleeve shirts of same type and style as employees may purchase long sleeve shirts at their own expense.

In addition to supplying the uniforms specified above, the following services will be required:

- Provide three (3) full-day and three (3) half-day separate fitting opportunities for personnel. Fittings to be conducted at the District's Training Center, located at 5092 Schaefer Avenue, Chino, CA. 91710. Schedule will be coordinated with designated District contact, at mutually agreed upon dates and times to accommodate shift schedules. However, unless waived by the District in writing, all fittings shall be completed by no later than four (4) weeks from Bid award date by District.
- Uniform sizes, styles and pant length will be determined at fitting. Delivery of all uniforms shall occur in an expeditious manner, regardless of style or special sizing. Uniforms are required to be delivered the District Training Center by no later than five (5) weeks from the last scheduled fitting date. Late deliveries shall be subject to the penalty provisions stated below.
- Pants to be tailored at the hem to desired length for each of the approximately

one hundred seventeen (117) personnel receiving uniforms.

- Sew a patch, which will be provided by the District, on each shirt one inch (1") below the seam of the left sleeve on all three hundred fifty-one (351) shirts. Also sew a second patch, as provided by the District, one inch (1") below the seam of the right sleeve, for designated paramedics and EMT's, up to all three hundred fifty-one (351) shirts.

Format for Bids

- Bids must be sealed and clearly marked "SEALED BID NO. 17-01, UNIFORMS FOR FIREFIGHTER PERSONNEL" on the outside of the envelope.
- Bids must be submitted ONLY on the attached Bid Sheets. No other quote sheets or bid sheets will be accepted. Additional information may be attached to the Bid Sheets to show style, color and patch placement.
- A single, blended price per item shall be provided in the quote, regardless of style or size.
- All submitted Bid Sheets must have the name of the representative responsible for making the bid quote, the original signature of an individual authorized to bind the Bidder, and a business card attached to the lower right hand portion of the form.
- All Per Item amounts must be extended as required on the Bid Sheets.
- Bids to include sales tax, if any.
- Inquiries regarding this bid should be addressed to the Finance Manager, in writing, by email to: SHeide@chofire.org.

Bid Submission

- Bids must be mailed or delivered to Chino Valley Independent Fire District, 14011 City Center Drive, Chino Hills, CA 91709; Attention: Finance Manager.
- All bids must be received at the District's Administrative Office **by November 28, 2016, by 4:00 p.m.**
- No amendments, additions, or alterations will be accepted after this date and time.
- **NO POSTMARKS, FAXED BID SHEETS OR LATE BIDS WILL BE ACCEPTED.**
- Bids must be valid for 90 days following close of bid.

On November 28, 2016 at approximately 4:30 PM, all sealed bids will be opened and read aloud in the District Board Room. This will be a public bid opening and bidders and other interested parties may attend. A copy of the bid results will be posted on the District's website by November 29, 2016, by approximately 4:00 p.m. local time.

Incurring Costs

Bidders are responsible for any costs incurred by responding to this bid. The District is not liable for any cost incurred by Bidders prior to issuance of an agreement, contract or purchase order.

Right to Reject Bids

Submission of a bid indicates acceptance by the Bidder of the conditions contained in this bid. The District reserves the right without prejudice to reject any and all bids or to waive any irregularities and omissions if, in its judgment, the best interest of the District will be served. The District also reserves the right to reject all bids if they are deemed unsuitable to the District's needs. The District reserves the right to determine the completeness of all bids, and reject any incomplete bids.

Award of Bid

If awarded, the bid will be awarded in compliance with all applicable regulations, and will be determined by the District Board at its regularly scheduled meeting. The District tentatively anticipates bid award for Bid No. 17-01 by December 15, 2017.

Agreement to One-Year Extension of Pricing

In the event that the District desires to purchase uniforms from awarded Bidder for newly hire personnel or for other occasional uniform replacements outside of the bi-annual uniform replacement process, awarded Bidder must agree to honor per item quoted pricing for a period of not less than one year from the date of award of bid.

Awarded Bidder shall also extend bid pricing to District personnel, directly, at said employee's own cost, in the event that personnel desire to purchase extra uniform garments within the one-year period on a cash-and-carry basis.

Option to Renew

By mutual written agreement, prior to the expiration of the one-year pricing terms, the District and awarded bidder may agree to extend the uniform replacement agreement for one (1) additional year, with the option for an additional one (1) year renewal thereafter.

Penalty for Late Delivery

As time is of the essence, unless specifically waived by the District in writing, a late delivery penalty shall apply on any and all uniforms delivered later than later than five (5) weeks from the last scheduled fitting date.

The penalty shall be 2% of the per item bid amount for all undelivered uniforms, for each calendar week, or fraction thereof, in which the penalty applies. For purposes of this penalty clause, the delivery date shall be deemed to be the regular business day upon which the uniform(s) arrive at the District Training Center, provided that such delivery is received by District personnel by 5:00 p.m. local time. Deliveries made after 5:00 p.m. local time, or on weekends or District holidays, shall be deemed to have been received the following business day.

Assessed penalties, if any, shall result in a corresponding reduction in or offset to payment due to successful Bidder.

Payment Terms

Unless otherwise specified, upon delivery and acceptance of all uniforms by District, and upon proper invoicing by successful Bidder, payment shall be due in full, on a net 30-day basis.



Chino Valley Independent Fire District Bid No. 17-01 Bi-Annual Firefighter Uniform Replacement Bid Sheet

Company Submitting Bid: _____

Address: _____

Telephone Number: _____

Representative: _____
Name (Print) Title

Item	Type	Style	Color	Quantity	Additional Requirements*	Per Item**	Extended Bid Price
Pant	Workrite Nomex	As required: #402NX-75-NB, #402NX-75-BK	Navy Blue or Black	351	Hem each pant to desired length	\$	\$
S/S Shirt	Workrite Nomex	As required: #730NX-45-NB, #730NX-45-BK with snap closure	Navy Blue or Black	351	Sew patch provided by the District on each shirt one inch (1") below the same of the left sleeve; and, as required, a second patch one inch (1") below the seam of the right sleeve	\$	\$

Bid Authorization: _____
Original Signature***

Title

Date

Subtotal \$ _____
Sales Tax \$ _____
Total Bid Price \$ _____

L/S Shirt	Workrite Nomex	As required: #735NX-45-NB, #735NX-45-BK with snap enclosure	Navy Blue or Black	XX	This pricing will not be considered for bid award. Please provide pricing that will be extended to employees for individual purchase. Include all patch requirements as stated for short sleeve shirts	\$
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*In addition to the requirements listed on this sheet, the bid should also include the provision for three (3) full-day and three (3) half-day separate fitting opportunities for personnel at the District's Training Center, as stated in the Bid Specifications.

**A single, blended price per item shall be quoted, regardless of style or size.

***Bid Sheet must be signed by a person duly authorized to sign the bid on behalf of the bidder.

Sealed bids must be submitted to the District Administrative Office located at 14011 City Center Drive, Chino Hills, CA 91709 by November 28, 2016 at 4:00 p.m., and shall be valid for 90 days following the deadline for submission. Awarded bidder must agree to honor per item quoted pricing for a period of not less than one year from the date of award of bid. See Bid No. 17-01 for additional information and requirements.

(Attach business card here)

Note: Bid Sheet may be completed by hand (in ink), typewritten, or completed as a fillable form using the widely available free Adobe® Reader® software. Incomplete or illegible Bid Sheets, or Bid Sheets where the price extensions, subtotal, or total bid price does not correctly compute, shall be rejected.