

***CITY OF FORT LAUDERDALE
SPECIFICATIONS PACKAGE***

483-10000

Uniforms



Robert S. McKenney

954-828-5139

Bid 483-10000 Uniforms

Bid Number 483-10000
 Bid Title Uniforms

Bid Start Date Apr 1, 2008 11:12:56 AM EDT
 Bid End Date Apr 15, 2008 2:00:00 PM EDT

Bid Contact Robert S. McKenney
 Procurement Specialist II
 Procurement
 954-828-5139
 RMcKenney@fortlauderdale.gov

Contract Duration 1 year
 Contract Renewal 4 annual renewals
 Prices Good for 90 days

Bid Comments The City of Fort Lauderdale is actively seeking bids from qualified bidders located within 200 miles from Ft. Lauderdale, hereinafter referred to as the Contractor, to provide Worker/Supervisor Uniforms to Public Works/Various Departments in full accordance with the specifications, terms, and conditions contained in this Request for Bid (RFB).

For information concerning procedures for responding to this ITB, contact Procurement Specialist II Bob McKenney at 954.828.5139 or rmckenney@fortlauderdale.gov. It is preferred that any questions that bidders wish to have addressed and which might require an addendum be submitted through the Question and Answer format through the RFP Depot website at least 7 days prior to bid due and open date. If required, written addendum will be issued by the City.

The City of Fort Lauderdale uses RFP Depot (www.rfpdepot.com) to distribute and receive bids and proposals. There is no charge to vendors/contractors to register and participate in this solicitation process, nor will any fees be charged to the awarded vendor. Refer to www.rfpdepot.com for further information.

Item Response Form

Item 483-10000-1-01 - Emblem, Embroidered, City of Fort Lauderdale, Public Works
 Quantity 2500 each
 Unit Price
 Delivery Location City of Fort Lauderdale
 [See ITB Specifications](#)
 See ITB Specifications
 Fort Lauderdale FL 33301
 Qty 2500

Description
 Embroidered on each shirt. See attached Bid Specifications.

Item 483-10000-1-02 - Shirts, Long Sleeve, Poplin, Light Blue (Male)

Quantity 1300 each
Unit Price
Delivery Location City of Fort Lauderdale
[See ITB Specifications](#)
See ITB Specifications
Fort Lauderdale FL 33301
Qty 1300

Description
See attached Bid Specifications.

Item 483-10000-1-03 - Shirts, Long Sleeve, Poplin, White (Male)
Quantity 12 each
Unit Price
Delivery Location City of Fort Lauderdale
[See ITB Specifications](#)
See ITB Specifications
Fort Lauderdale FL 33301
Qty 12

Description
See attached bid specifications.

Item 483-10000-1-04 - Shirts, Short Sleeve, Poplin, Light Blue (Male)
Quantity 900 each
Unit Price
Delivery Location City of Fort Lauderdale
[See ITB Specifications](#)
See ITB Specifications
Fort Lauderdale FL 33301
Qty 900

Description
See attached bid specifications.

Item 483-10000-1-05 - Shirts, Short Sleeve, Poplin, White (Male)
Quantity 216 each
Unit Price
Delivery Location City of Fort Lauderdale
[See ITB Specifications](#)
See ITB Specifications
Fort Lauderdale FL 33301
Qty 216

Description
See attached bid specifications.

Item 483-10000-1-06 - Shirts, Long Sleeve, Poplin, light Blue (Female)
Quantity 24 each
Unit Price
Delivery Location

City of Fort Lauderdale
[See ITB Specifications](#)
See ITB Specifications
Fort Lauderdale FL 33301
Qty 24

Description
See attached bid specifications.

Item 483-10000-1-07 - Shirts, Long Sleeve, Poplin, White (Female)
Quantity 12 each
Unit Price
Delivery Location City of Fort Lauderdale
[See ITB Specifications](#)
See ITB Specifications
Fort Lauderdale FL 33301
Qty 12

Description
See attached bid specifications.

Item 483-10000-1-08 - Shirts, Short Sleeve, Poplin, Light Blue (Female)
Quantity 24 each
Unit Price
Delivery Location City of Fort Lauderdale
[See ITB Specifications](#)
See ITB Specifications
Fort Lauderdale FL 33301
Qty 24

Description
See attached bid specifications.

Item 483-10000-1-09 - Shirts, Short Sleeve, Poplin, White (Female)
Quantity 12 each
Unit Price
Delivery Location City of Fort Lauderdale
[See ITB Specifications](#)
See ITB Specifications
Fort Lauderdale FL 33301
Qty 12

Description
See attached bid specifications.

Item 483-10000-1-10 - Shirts, long Sleeve, 100% Cotton, Light Blue (Male)
Quantity 30 each
Unit Price
Delivery Location City of Fort Lauderdale
[See ITB Specifications](#)
See ITB Specifications
Fort Lauderdale FL 33301

Qty 30

Description
See attached bid specifications.

Item 483-10000-1-11 - Shirts, Long Sleeve, 100% Cotton, White (Male)
 Quantity 12 each
 Unit Price
 Delivery Location City of Fort Lauderdale
See ITB Specifications
 See ITB Specifications
 Fort Lauderdale FL 33301
 Qty 12

Description
See attached bid specifications.

Item 483-10000-1-12 - Shirts, Short Sleeve, 100% Cotton, Light Blue (Male)
 Quantity 12 each
 Unit Price
 Delivery Location City of Fort Lauderdale
See ITB Specifications
 See ITB Specifications
 Fort Lauderdale FL 33301
 Qty 12

Description
See attached bid specifications.

Item 483-10000-1-13 - Shirts, Short Sleeve, 100% Cotton, White (Male)
 Quantity 12 each
 Unit Price
 Delivery Location City of Fort Lauderdale
See ITB Specifications
 See ITB Specifications
 Fort Lauderdale FL 33301
 Qty 12

Description
See attached bid specifications.

Item 483-10000-1-14 - Trousers, Supervisor, Poly/Rayon, Navy Blue (Male)
 Quantity 30 each
 Unit Price
 Delivery Location City of Fort Lauderdale
See ITB Specifications
 See ITB Specifications
 Fort Lauderdale FL 33301
 Qty 30

Description
See attached bid specifications.

Item 483-10000-1-15 - Trousers, Worker, Poly/Cotton, Navy Blue (Male)
Quantity 1800 each
Unit Price
Delivery Location City of Fort Lauderdale
[See ITB Specifications](#)
[See ITB Specifications](#)
Fort Lauderdale FL 33301
Qty 1800

Description
See attached bid specifications.

Item 483-10000-1-16 - Trousers, Worker, Poly/Cotton, Navy Blue (Female)
Quantity 24 each
Unit Price
Delivery Location City of Fort Lauderdale
[See ITB Specifications](#)
[See ITB Specifications](#)
Fort Lauderdale FL 33301
Qty 24

Description
See attached bid specifications.

Item 483-10000-1-17 - Trousers, Worker, 100% Cotton, Navy Blue (Male)
Quantity 60 each
Unit Price
Delivery Location City of Fort Lauderdale
[See ITB Specifications](#)
[See ITB Specifications](#)
Fort Lauderdale FL 33301
Qty 60

Description
See attached bid specifications.

Item 483-10000-1-18 - Shorts, Worker, Poly/Cotton, Navy Blue (Male)
Quantity 1000 each
Unit Price
Delivery Location City of Fort Lauderdale
[See ITB Specifications](#)
[See ITB Specifications](#)
Fort Lauderdale FL 33301
Qty 1000

Description
See attached bid specifications.

Item 483-10000-1-19 - Shorts, Worker, Poly/Cotton, Navy Blue (Female)
Quantity 12 each
Unit Price
Delivery Location City of Fort Lauderdale
[See ITB Specifications](#)
See ITB Specifications
Fort Lauderdale FL 33301
Qty 12

Description
See attached bid specifications.

Item 483-10000-1-20 - Shorts, Worker, 100% Cotton, Navy Blue (Male)
Quantity 140 each
Unit Price
Delivery Location City of Fort Lauderdale
[See ITB Specifications](#)
See ITB Specifications
Fort Lauderdale FL 33301
Qty 140

Description
See attached bid specifications.

**City of Fort Lauderdale
GENERAL CONDITIONS**

These instructions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Procurement Services Department. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement.

PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:

- 1.01 BIDDER ADDRESS:** The City uses automated vendor address lists that have been generated for each specific Commodity Class item through our bid issuing service, RFP Depot. Notices of Invitations to Bid (ITB'S) are sent by e-mail or fax to every vendor on those lists, who may then view the bid documents online. Bidders who have been informed of a bid's availability in any other manner are responsible for registering with RFP Depot in order to view the bid documents. There is no fee for doing so. If you wish bid notifications be provided to another e-mail address or fax, please contact RFP Depot. If you wish purchase orders sent to a different address, please so indicate in your bid response. If you wish payments sent to a different address, please so indicate on your invoice.
- 1.02 DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.
- 1.03 PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 30 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.
- 1.04 TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.
- 1.05 BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that the bid and the prices quoted in the bid will be firm for acceptance by the City for a period of ninety (90) days from the date of bid opening unless otherwise stated in the ITB.
- 1.06 VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.
- By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the City. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid or part of the bid that is declared, by the City as conditional.
- 1.07 NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.
- 1.08 MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its procurement activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term "Minority Business Enterprise" means a business at least 51 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) a "Women Owned or Controlled Business" is a business enterprise at least 51 percent of which is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) "Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.

WHITE, which includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European decent including

Pakistani and East Indian.

HISPANIC, which includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.

NATIVE AMERICAN, which includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.

ASIAN AMERICAN, which includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

1.09 **MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION**

It is the desire of the City of Fort Lauderdale to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms. Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in the proposal. If a proposer is considered for award, he will be asked to meet with City staff so that the intended MBE/WBE participation can be formalized and included in the subsequent contract.

Part II DEFINITIONS/ORDER OF PRECEDENCE:

- 2.01 BIDDING DEFINITIONS** The City will use the following definitions in its general conditions, special conditions, technical specifications, instructions to bidders, addenda and any other document used in the bidding process:
 INVITATION TO BID (ITB) when the City is requesting bids from qualified Bidders.
 REQUEST FOR PROPOSALS (RFP) when the City is requesting proposals from qualified Proposers.
 BID – a price and terms quote received in response to an ITB.
 PROPOSAL – a proposal received in response to an RFP.
 BIDDER – Person or firm submitting a Bid.
 PROPOSER – Person or firm submitting a Proposal.
 RESPONSIVE BIDDER – A person whose bid conforms in all material respects to the terms and conditions included in the ITB.
 RESPONSIBLE BIDDER – A person who has the capability in all respects to perform in full the contract requirements, as stated in the ITB, and the integrity and reliability that will assure good faith performance.
 FIRST RANKED PROPOSER – That Proposer, responding to a City RFP, whose Proposal is deemed by the City, the most advantageous to the City after applying the evaluation criteria contained in the RFP.
 SELLER – Successful Bidder or Proposer who is awarded a Purchase Order or Contract to provide goods or services to the City.
 CONTRACTOR – Successful Bidder or Proposer who is awarded a Purchase Order, award Contract, Blanket Purchase Order agreement, or Term Contract to provide goods or services to the City.
 CONTRACT – A deliberate verbal or written agreement between two or more competent parties to perform or not to perform a certain act or acts, including all types of agreements, regardless of what they may be called, for the procurement or disposal of equipment, materials, supplies, services or construction.
 CONSULTANT – Successful Bidder or Proposer who is awarded a contract to provide professional services to the City.
 The following terms may be used interchangeably by the City: ITB and/or RFP; Bid or Proposal; Bidder, Proposer, or Seller; Contractor or Consultant; Contract, Award, Agreement or Purchase Order.

- 2.02 SPECIAL CONDITIONS:** Any and all Special Conditions contained in this ITB that may be in variance or conflict with these General Conditions shall have precedence over these General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety,

PART III BIDDING AND AWARD PROCEDURES:

- 3.01 SUBMISSION AND RECEIPT OF BIDS:** To receive consideration, bids must be received prior to the bid opening date and time. Unless otherwise specified, Bidder's should use the proposal forms provided by the City. These forms may be duplicated, but failure to use the forms may cause the bid to be rejected. Any erasures or corrections on the bid must be made in ink and initialed by Bidder in ink. All information submitted by the Bidder shall be printed, typewritten or filled in with pen and ink. Bids shall be signed in ink. Separate bids must be submitted for each ITB issued by the City in separate sealed envelopes properly marked. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Only send bids via facsimile transmission (FAX) if the ITB specifically states that bids sent via FAX will be considered. If such a statement is not included in the ITB, bids sent via FAX will be rejected. Bids will be publicly opened in the Procurement Office, or other designated area, in the presence of Bidders, the public, and City staff. Bidders and the public are invited and encouraged to attend bid openings. Bids will be tabulated and made available for review by Bidder's and the public in accordance with applicable regulations.
- 3.02 MODEL NUMBER CORRECTIONS:** If the model number for the make specified in this ITB is incorrect, or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bidder proposal page. In the case of an updated model with new specifications, Bidder shall provide adequate information to allow the City to determine if the model bid meets the City's requirements.
- 3.03 PRICES QUOTED:** Deduct trade discounts, and quote firm net prices. Give both unit price and extended total. In the case of a discrepancy in computing the amount of the bid, the unit price quoted will govern. All prices quoted shall be F.O.B. destination, freight prepaid (Bidder pays and bears freight charges, Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Each item must be bid separately. No attempt shall be made to tie any item or items contained in the ITB with any other business with the City.
- 3.04 TAXES:** The City of Fort Lauderdale is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible

- property. Exemption number for Federal Excise taxes is 59-74-0111K, and State Sales tax exemption number is 16-03-196479-54C.
- 3.05 WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.
- 3.06 APPROVED EQUAL:** When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of APPROVED EQUAL, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the City, the Bidder must state clearly in the bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in the bid, to enable the City to ensure that the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The City will be the sole judge in determining if the item bid qualifies as an approved equal.
- 3.07 MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS:** The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet, or exceed these items, and feels that the technical specifications are overly restrictive, the bidder must notify the Procurement Services Department immediately. Such notification must be received by the Procurement Services Department prior to the deadline contained in the ITB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all bidders.
- 3.08 MISTAKES:** Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure of the Bidder to examine all pertinent documents shall not entitle the bidder to any relief from the conditions imposed in the contract.
- 3.09 SAMPLES AND DEMONSTRATIONS:** Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in Special Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the City within seven (7) working days of request. Samples, when requested, must be furnished free of expense to the City and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the City may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the City may result in rejection of a bid.
- 3.10 LIFE CYCLE COSTING:** If so specified in the ITB, the City may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. The City reserves the right to use those or other applicable criteria, in its sole opinion that will most accurately estimate total cost of use and ownership.
- 3.11 BIDDING ITEMS WITH RECYCLED CONTENT:** In addressing environmental concerns, the City of Fort Lauderdale encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, Bidder shall provide documentation adequate for the City to verify the recycled content. The City prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the City may give preference to bids containing items manufactured with recycled material or packaging that is able to be recycled.
- 3.12 USE OF OTHER GOVERNMENTAL CONTRACTS:** The City reserves the right to reject any part or all of any bids received and utilize other available governmental contracts, if such action is in its best interest.
- 3.13 QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The City reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Procurement Director reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.
- 3.14 BID SURETY:** If Special Conditions require a bid security, it shall be submitted in the amount stated. A bid security can be in the form of a bid bond, postal money order, cashiers check, or irrevocable letter of credit. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder after acceptance of the performance bond or irrevocable letter of credit, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions.
- 3.15 PUBLIC RECORDS:** Florida law provides that municipal records shall at all times be open for personal inspection by any person. Section 119.01, F.S., The Public Records Law. Information and materials received by City in connection with an ITB response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 10 days after bid opening, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. If the Proposer believes any of the information contained in his or her response is exempt from the Public Records Law, then the Proposer, must in his or her response, specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption. The City's determination of whether an exemption applies shall be final, and the Proposer agrees to defend, indemnify, and hold harmless the City and the City's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the City's treatment of records as public records.
- 3.16 PROHIBITION OF INTEREST:** No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Ordinances relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Bidder and removal of the Bidder from the City's bidder lists and prohibition from engaging in any business with the City.
- 3.17 RESERVATIONS FOR AWARD AND REJECTION OF BIDS:** The City reserves the right to accept or reject any or all bids, part

of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. The City reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or services to the required use; the ability of the Bidder to provide future maintenance, service or parts; the number and scope of conditions attached to the bid.

If the ITB provides for a contract trial period, the City reserves the right, in the event the selected bidder does not perform satisfactorily, to award a trial period to the next ranked bidder or to award a contract to the next ranked bidder, if that bidder has successfully provided services to the City in the past. This procedure to continue until a bidder is selected or the contract is re-bid, at the sole option of the City.

- 3.18 LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.

PART IV BONDS AND INSURANCE

- 4.01 PERFORMANCE BOND/IRREVOCABLE LETTER OF CREDIT:** If a performance bond or irrevocable letter of credit is required in Special Conditions, the Contractor shall within fifteen (15) working days after notification of award, furnish to the City a Performance Bond or an Unconditional Irrevocable Letter of Credit payable to the City of Fort Lauderdale, Florida, in the face amount specified in Special Conditions as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent. If a Letter of Credit is chosen, it must be in a form acceptable to the City, drawn on a local (Broward, Dade or Palm Beach Counties) bank acceptable to the City and issued in favor of the City of Fort Lauderdale, Florida. If a Bidder wishes to use a non-local bank, he must have prior City approval of the requirements to draw against the Letter of Credit.

Acknowledgement and agreement is given by both parties that the amount herein set for the Performance Bond or Irrevocable Letter of Credit is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor.

- 4.02 INSURANCE:** If the Contractor is required to go on to City property to perform work or services as a result of ITB award, the Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by City or specified in Special Conditions.

The Contractor shall provide to the Procurement Services Department original certificates of coverage and receive notification of approval of those certificates by the City's Risk Manager prior to engaging in any activities under this contract. The Contractor's insurance is subject to the approval of the City's Risk Manager. The certificates must list the City as an ADDITIONAL INSURED and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the City's Risk Manager if circumstances change or adequate protection of the City is not presented. Bidder, by submitting the bid, agrees to abide by such modifications.

PART V PURCHASE ORDER AND CONTRACT TERMS:

- 5.01 COMPLIANCE TO SPECIFICATIONS, LATE DELIVERIES/PENALTIES:** Items offered may be tested for compliance to bid specifications. Items delivered which do not conform to bid specifications may be rejected and returned at Contractor's expense. Any violation resulting in contract termination for cause or delivery of items not conforming to specifications, or late delivery may also result in:
- Bidder's name being removed from the City's bidder's mailing list for a specified period and Bidder will not be recommended for any award during that period.
 - All City Departments being advised to refrain from doing business with the Bidder.
 - All other remedies in law or equity.
- 5.02 ACCEPTANCE, CONDITION, AND PACKAGING:** The material delivered in response to ITB award shall remain the property of the Seller until a physical inspection is made and the material accepted to the satisfaction of the City. The material must comply fully with the terms of the ITB, be of the required quality, new, and the latest model. All containers shall be suitable for storage and shipment by common carrier, and all prices shall include standard commercial packaging. The City will not accept substitutes of any kind. Any substitutes or material not meeting specifications will be returned at the Bidder's expense. Payment will be made only after City receipt and acceptance of materials or services.
- 5.03 SAFETY STANDARDS:** All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupation Safety and Health Act of 1970 as amended, and be in compliance with Chapter 442, Florida Statutes. Any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order must be accompanied by a completed Material Safety Data Sheet (MSDS).
- 5.04 ASBESTOS STATEMENT:** All material supplied must be 100% asbestos free. Bidder, by virtue of bidding, certifies that if awarded any portion of the ITB the bidder will supply only material or equipment that is 100% asbestos free.

- 5.05 OTHER GOVERNMENTAL ENTITIES:** If the Bidder is awarded a contract as a result of this ITB, the bidder will, if the bidder has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the ITB and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.
- 5.06 VERBAL INSTRUCTIONS PROCEDURE:** No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those communications which are in writing from an authorized City representative may be considered. Only written communications from Contractors, which are assigned by a person designated as authorized to bind the Contractor, will be recognized by the City as duly authorized expressions on behalf of Contractors.
- 5.07 INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Proposer shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, procurement policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor.
- 5.08 INDEMNITY/HOLD HARMLESS AGREEMENT:** The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorneys fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable Statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.
- 5.09 TERMINATION FOR CAUSE:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the City may upon written notice to the Contractor terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the City, become the City's property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the City from the Contractor can be determined.
- 5.10 TERMINATION FOR CONVENIENCE:** The City reserves the right, in its best interest as determined by the City, to cancel contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
- 5.11 CANCELLATION FOR UNAPPROPRIATED FUNDS:** The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.
- 5.12 RECORDS/AUDIT:** The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The form of all records and reports shall be subject to the approval of the City's Internal Auditor. The Contractor agrees to make available to the City's Internal Auditor, during normal business hours and in Broward, Dade or Palm Beach Counties, all books of account, reports and records relating to this contract for the duration of the contract and retain them for a minimum period of three (3) years beyond the last day of the contract term.
- 5.13 PERMITS, TAXES, LICENSES:** The successful Contractor shall, at their own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried out under this contract.
- 5.14 LAWS/ORDINANCES:** The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.
- 5.15 NON-DISCRIMINATION:** There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under this contract.
- 5.16 UNUSUAL CIRCUMSTANCES:** If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party of the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required prior items or services, then the Contractor may request adjustments to the costs to the City to reflect the changed circumstances. The circumstances must be beyond the control of the Contractor, and the requested adjustments must be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:
1. The contract can be canceled by the City upon giving thirty (30) days written notice to the Contractor with no penalty to the City or Contractor. The Contractor shall fill all City requirements submitted to the Contractor until the termination date contained in the notice.
 2. The City requires the Contractor to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.

3. If the City, in its interest and in its sole opinion, determines that the Contractor in a capricious manner attempted to use this section of the contract to relieve themselves of a legitimate obligation under the contract, and no unusual circumstances had occurred, the City reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the Contractor in default and disqualifying him for receiving any business from the City for a state period of time.

If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Contractor receives notice in writing signed by a person authorized to bind the City in such matters.

- 5.17 **ELIGIBILITY:** If applicable, the Contractor must first register with the Department of State of the State of Florida, in accordance with Florida State Statutes, prior to entering into a contract with the City.
- 5.18 **PATENTS AND ROYALTIES:** The Contractor, without exception, shall indemnify and save harmless the City and its employees from liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.
- 5.19 **ASSIGNMENT:** Contractor shall not transfer or assign the performance required by this ITB without the prior written consent of the City. Any award issued pursuant to this ITB, and the monies, which may become due hereunder, are not assignable except with the prior written approval of the City Manager or selected designee.
- 5.20 **LITIGATION VENUE:** The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Broward County, Florida and that all litigation between them in the federal courts shall take place in the Southern District in and for the State of Florida.

PART I - INFORMATION/SPECIAL CONDITIONS

1.01. Purpose

The City of Fort Lauderdale is actively seeking bids from qualified bidders, hereinafter referred to as the Contractor, for the **purpose of establishing an annual contract to provide uniforms** to Various City Departments in full accordance with the specifications, terms, and conditions contained in this Invitation To Bid (ITB).

1.02. Information, Questions or Addenda

For information concerning procedures for responding to this ITB, contact Procurement Specialist II Bob McKenney at (954) 828-7816 or rmckenney@fortlauderdale.gov. It is preferred that any questions that bidders wish to have addressed and which might require an addendum should be submitted through the Question and Answer format through the RFP Depot website at least 7 days prior to bid due and open date. If required, written addendum will be issued.

1.03. Competency of Bidders

Bids will be considered only from firms who are regularly engaged in the business of providing goods and/or services described in the Invitation to Bid and located within 200 miles from Ft. Lauderdale. The firm must have the staff, facility and/or mobile van available to measure City employees for proper fit, if needed within the Tri-County area. It may be necessary to produce evidence that they have established a satisfactory record of performance for at least two years, have sufficient financial support and have sufficient delivery fleet and organization to insure that they can satisfactorily execute the services if awarded a contract under the terms and conditions stated herein.

1.04. Performance

It is the intention of the City to purchase items as specified herein from a source of supply that can ship most products and service our Departments within three business days from date of request. Any failure of a successful bidder to comply with these conditions may be cause for terminating any resulting contract immediately upon notice by the City. The City reserves the right to make purchases from other sources, when necessary, should a successful bidder be unable to supply items within this time frame.

1.05. Contract Term

The contract term will be for one (1) year commencing upon award by the City Commission. The City reserves the right to extend the contract for four (4) additional one (1) year terms, providing both parties to the contract agree to the extension; all the terms, conditions, and specifications remain the same; and such extension is approved by the City.

1.06. Cost Adjustments

The cost for all services provided under this contract shall remain firm for the first year of the contract. Costs for subsequent years and any extension term years shall be subject to an adjustment only if increases occur in the industry. However, unless very unusual and significant changes have occurred in the industry, such increases shall not exceed 5% per year or, whichever is less, the latest yearly percentage increase in the All Urban Consumers Price Index (CPU-U) (All Items), as published by the Bureau of Labor Statistics, U.S. Department of Labor. The yearly increase, or decrease in the CPI shall be that latest index published and available ninety (90) days prior to the end of the contract year then in effect compared to the index for the same month one year prior. Any requested price increase shall be fully documented and submitted to the City at least ninety days prior to the contract anniversary date.

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Any approved cost adjustments shall become effective upon the anniversary date of the contract. In the event the CPI or industry costs decline, the City shall have the right to receive from the contractor a reasonable reduction in costs that reflect such cost changes in the industry.

The City may, after examination, refuse to accept the adjusted prices if they are not properly documented, increases are considered to be excessive, or any decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted prices and the matter cannot be resolved to the satisfaction of the City, the contract can be cancelled by the City upon giving thirty (30) days written notice to the Contractor.

1.07. Price/FOB Point

Bidder will quote a firm, fixed cost per item, FOB destination, freight included.

1.08. Evaluation and Award

The award will be made to the bidder quoting the lowest cost per item and meeting or exceeding the specifications contained herein. The City reserves the right to award in total or by line item and to compare specific items, at its discretion, to determine the low responsible bidder. The City will be the sole judge on whether any item bid qualifies as an approved equal. Tie bids shall be decided by established City policy. It is anticipated that an award will be made within 30 days of bid opening. Within 10 days of opening, the bid tabulation will be available at www.rfpdepot.com and at www.fortlauderdale.gov/purchasing/index.htm.

1.09. New Merchandise

All garments furnished as a result of this bid must be new. The City will not purchase nor accept bids or shipments of goods classified as seconds or irregulars. Only first quality garments will be considered for award.

1.10. Stock Sizes and Garments

It is the intention of the City to contract for the purchase of a manufacturer's stock garments provided in standard sizes. The definition of a stock size for this contract will be those sizes that are cataloged and priced by the manufacturer as readily available with delivery from stock. The City will pay a normal industry standard additional charge for oversize garments. Generally, oversize garments would be considered as men's shirts 18 and above and men's trousers 44 and above.

1.11. Additional Items/Upgrades

The City may require additional items of similar nature not specifically listed in the contract or wish to purchase an item upgraded from that proposed by the contractor. In such event, the contractor shall provide the City with a price for the new or upgraded item based upon a procedure or formula which is the same or very similar to that used in establishing the prices as contained in the contractor's bid. If the price offered is not acceptable to the City, and the matter cannot be resolved to the satisfaction of the City, the City reserves the right to procure the new or upgraded items from other vendors or to cancel the contract upon giving thirty (30) days written notice to the contractor.

1.12. Samples

Samples may be required from bidders being considered for award and must be submitted within seven (7) days of request. Samples supplied are to be indicative of the garments proposed in the bid. Where a proposed garment deviates from the sample provided, such deviation must be clearly stated.

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Samples must be identified with bidder name, manufacturer name and model. Samples will be carefully examined as to design, tailoring, workmanship and compliance to specifications. Samples are to be provided at no cost to the City. Any unsuccessful bidder desiring the return of their samples after award may request them. The cost of returning such samples will be borne by the bidder. (See Section 3.09 of the General Conditions.)

1.13. Retention of Samples

A full set of samples will be retained by the City from the firm receiving award, at no cost to the City. These samples will be used to judge fit, fabric, and workmanship of stock garments shipped during the contract.

1.14. Guarantee of Continuity and Availability of Garments

Unless the mill discontinues the fabric, all garments specified by the contractor in his bid shall be available to the City during the life of the contract. All production including fabric, color shade, trimmings, and construction shall equal or exceed the standards set forth in these specifications and must match the style, color, and quality of the initial order as accepted by the City. It is understood and agreed that the source of supply for material will comply with the specifications and will not be changed without prior approval of the City.

1.15. Estimated Quantities/Warranty of Usage

The quantities listed below and on the bid proposal pages are estimates and may be used by bidders as a guide and they will be used for bid tabulation and award purposes. **However, no warranty is given or implied as to the actual items and/or quantities that will be purchased during the term of any resulting contract.** The contractor will be expected to fill orders as they arise.

1.16. Ordering

During the contract term, orders will be placed as required, and the City will consolidate needs whenever possible. It will be the Contractor's responsibility to review the City's order and issue frequency and plan production to maintain an effective supply for the City. Contractor agrees to fill any quantity ordered by the City.

The contractor will be required to maintain a representative stock equal to 15% of the estimated annual projected requirements for each item listed herein.

1.17. Lobbying

Any Bidder or proposer submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-00-27, Lobbying Activities. Copies of Ordinance No. C-00-27 may be obtained from the City Clerk's Office on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at <http://www.fortlauderdale.gov/documents/lobbyistDocs/lobbyistord1009.pdf>

1.18. General Conditions

Except as noted in the Special Conditions above, all terms and conditions of the attached General Conditions are included by reference.

PART II – TECHNICAL SPECIFICATIONS

2.01. EMBLEM, City of Fort Lauderdale, embroidered on the shirts. Attached to this bid is a copy of the City
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of Fort Lauderdale's Graphic Standards Manual. Although there are options within this manual the only acceptable logo is referenced on page 18, top of the page "Two-Color Example in Red and Blue" with the wording "Public Works" below it.

SIZE: no larger than 4" X 3 ½".

2.02. SHIRTS, Long Sleeve, Poplin (Male) [GCA 255X OR APPROVED EQUAL]

DESCRIPTION: 65% polyester/35% combed cotton poplin, permanent press with soil release finish. All garments are to be free from defects affecting appearance or service. Loose threads are to be removed and all strain points are to be bar tacked.

STYLE: Long sleeve dress style shirt with banded or convertible collar, two piece back yoke, two pockets with pencil compartment in left breast pocket, round dress style hem.

MATERIAL:

Weight - approximately 4.25 - 4.30 ounces per square yard.

Yarn count - approximately 104x50.

Average break strength - approximately 145x55.

Shrinkage - 2% or less in either direction.

COLORS: White and Light Blue.

FRONT: Each front shall have approximately 1-1/4" turn back extending from neckline to bottom of shirt. The left front shall have no less than 6 buttonholes approximately 3/4" from the edge and approximately 3-1/2" - 4" apart. Buttonholes are to be lock-stitched. Melamine type buttons (18-20 ligne) are to be strongly attached through two thicknesses of material forming the right front and shall correspond to each buttonhole. One pocket each front side with pencil compartment in the left breast pocket.

YOKE: Two-piece back yoke to measure approximately 2-3/8" at bottom center of collar and 2-7/8" at outside edge of yoke.

COLLAR: Convertible or banded collar to measure approximately 3-1/4" long at points. Permanent collar stays of proper length are to be sewn inside collar so that no stitches are made through the bottom leaf. Basted in cotton liner is to be non-allergenic and fully compatible with permanent press finish.

SLEEVES/CUFFS: One-piece long sleeves with one or two button closure on cuffs. Cuffs to have liner that is non-allergenic and full compatible with permanent press finish.

POCKETS: Two, one on each front side, approximately 5-1/2" wide and 5-1/2" deep with triangle tack at each upper corner. Pencil compartment in left pocket. Button and buttonhole in both pockets.

HEM: To be approximately 1/4" wide and stitched so that no raw edges are exposed.

JOINING SEAMS: Side seam, shoulder join and sleeve join are to be safety stitched.

THREAD: Matching colorfast polyester thread is to be used in all operations. Thread to be of the proper size and stitch length to withstand 100 commercial launderings.

CUTTING: Regular style. Back, fronts, pockets, collar and cuffs to be cut crosswise of warp. Sleeves to be cut lengthwise of warp. All shirt parts are to be marked and precision cut utilizing the latest technology available.

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SIZES: Small to XXX-Large.

LABEL: All shirts to bear labels mandated by the Federal Trade Commission at the time of manufacture. A label indicating lot number, fiber content and care instructions is also required.

PRESSING, PACKING, & FOLDING: Finished shirts are to be pressed and folded.

EMBLEMS: Emblems, where requested, will be secured approximately 1-1/2" over the left breast pocket center with colorfast thread.

2.03. SHIRTS, Short Sleeve, Poplin (Male) [GCA 255X OR APPROVED EQUAL]

All specifications, other than construction details to assure proper fit, are to be identical with Item 2.

Shirts shall be available in sizes Small to XXX-Large.

2.04. SHIRTS, Long Sleeve, Poplin (Female) [GCA 255X-F OR APPROVED EQUAL]

All specifications, other than construction details to ensure proper fit, are to be identical with Item 2.

Shirts shall be available in all even sizes from 6 through 22.

2.05. SHIRTS, Short Sleeve, Poplin (Female) [GCA 255X-F OR APPROVED EQUAL]

All specifications, other than construction details to ensure proper fit, are to be identical with Item 2.

Shirts shall be available in all even sizes from 6 through 22.

2.06. SHIRTS, Long Sleeve, 100% Cotton (Male) [GCA 155X OR APPROVED EQUAL]

All specifications, other than fabric content and construction details to assure proper fit, are to be identical with Item 3.

Shirts shall be available in sizes Small to XXX-Large.

2.07. SHIRTS, Short Sleeve, 100% Cotton (Male) [GCA 155X OR APPROVED EQUAL]

All specifications, other than fabric content and construction details to assure proper fit, are to be identical with Item 3.

Shirts shall be available in sizes Small to XXX-Large.

2.08. TROUSERS, Supervisor, Polyester/Rayon (Male) [Hercules SWS 3100-1 OR APPROVED EQUAL]

DESCRIPTION: 65% Polyester/35% Rayon. All garments are to be free from defects affecting appearance or service. Loose threads are to be removed and all points of strain are to be bar tacked.

STYLE: Plain front, zipper fly, quarter top front pockets, set-in rear pockets with button and tab on left hip pocket.

MATERIAL: Weight: Approximately 9 to 9.5 oz./sq. yard, tropical weave.

COLOR: Navy Blue.

POCKETS:

Front: Two quarter top front pockets faced with the same material as body of trousers, attached and understitched. 7" top tapered to a point at the waistband. Stitched approximately 1-1/4" from side seam. Safety stitched, turned and top stitched.

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Back: Two set-in rear pockets with button and tab on left hip pocket. Pockets to be safety stitched and turned inside. Approximate size is 6"x6" with 5-1/2" opening.

POCKETING MATERIAL: 65% polyester/35% cotton blend.

WAISTBAND: Shall be approximately 2" wide and shall be closed with a crush proof hook and eye. The waistband curtain shall be 65% polyester/35% cotton twill and shall match the coloring of the pocketing. It shall be attached with a roll cap machine. Waistband to have 3/4" Banrol (or equal) to prevent rollover and have a minimum of three (3) strands of Snug-Tex (or equal) to keep shirts tucked in.

BELT LOOPS: There shall be a minimum of seven (7) belt loops, each loop being approximately 3/4" wide, of double thickness and stitched on the face with a two-needle machine. Except for the back loops, which shall be tacked on, all loops shall be sewn into the roll cap and shall accommodate a 1-5/8" to 2" belt.

ZIPPER: The trousers shall be closed with a Talon 42 memory lock zipper. There shall be a brass bottom stop at the base of the zipper chain. A straight bar tack shall be sewn at the bottom of the fly. For extra stability, it shall be sewn through the zipper tape.

HEM: Unfinished hem.

SEAMS: The entire trouser is to be seamed with polyester core thread and the seat seam is to be stitched with a tandem needle seat-seaming machine.

THREAD: Matching colorfast polyester thread is to be used in all operations. Thread to be of the proper size and stitch length to withstand 100 commercial launderings.

SIZES: Trousers shall be available in all odd and even waist sizes from 28" through 34" and even sizes from 36" to 50"

LABEL: All trousers are to bear labels mandated by the Federal Trade Commission at the date of manufacture. A label indicating lot number, fiber content and care instructions is also required.

2.09. TROUSERS, Worker, Polyester/Cotton (Male) [GCA 266X OR APPROVED EQUAL]

DESCRIPTION: 65% Polyester/35% Cotton. All garments are to be free from defects affecting appearance or service. Loose threads are to be removed and all points of strain are to be bar tacked.

STYLE: Plain front, zipper fly, quarter top front pockets, set-in rear pockets with button and tab on left hip pocket.

MATERIAL: Weight: Approximately 7.5 to 7.75 oz./sq. yard.

COLOR: Navy Blue.

POCKETS:

Front: Two quarter top front pockets faced with the same material as body of trousers, attached and under stitched. 7" top tapered to a point at the waistband. Stitched approximately 1-1/4" from side seam. Safety stitched, turned and top stitched.

Back: Two set-in rear pockets with button and tab on left hip pocket. Pockets to be safety stitched and turned inside. Approximate size is 6"x6" with 5-1/2" opening.

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POCKETING MATERIAL: 65% polyester/35% cotton blend.

WAISTBAND: Shall be approximately 2" wide and shall be closed with a button. The waistband curtain shall be 65% polyester/35% cotton twill and shall match the coloring of the pocketing.

BELT LOOPS: There shall be a minimum of seven (7) belt loops, each loop being approximately 1/2" wide, of double thickness and stitched on the face with a two-needle machine. Loops can be tacked on and shall accommodate a 1-5/8" to 2" belt.

ZIPPER: Industrial weight brass type with heavy-duty slider and metal stops on permanent press tape.

FLY: Right: Lined with identical pocket material or self-material. Bottom of lining to extend beyond seam for reinforcement. Lining to be attached on inside of pants to each side of crotch. No raw edges are exposed.

Left: Stitched up 1-1/2" from front fold. Edge to be serged or chemically sealed.

HEM: Unfinished hem.

SEAMS: Side seams and inseams are to be chain stitched to reduce the possibility of seam breaks. Seat seams are to be double needle chain stitched with heavy-duty thread. All seams are to be open and pressed flat.

THREAD: Matching colorfast polyester thread is to be used in all operations. Thread to be of the proper size and stitch length to withstand 100 commercial launderings.

SIZES: Trousers shall be available in all odd and even waist sizes from 28" through 34" and even sizes from 36" to 50"

LABEL: All trousers are to bear labels mandated by the Federal Trade Commission at the date of manufacture. A label indicating lot number, fiber content and care instructions is also required.

- 2.10. TROUSERS, Worker, Polyester/Cotton (Female) [GCA 566X OR APPROVED EQUAL]**
All specifications, other than construction details to assure a proper fit, are to be identical to Item 9.

Trousers shall be available in all even sizes from 6 through 22 and be unhemmed.

- 2.11. TROUSERS, Worker, 100% Cotton (Male) [GCA 166X OR APPROVED EQUAL]**
All specifications, other than fabric content and construction details to assure a proper fit, are to be identical to Item 9.

Trousers shall be available in all odd and even waist sizes from 28" through 34" and even sizes from 36" to 50" and be un-hemmed.

- 2.12. SHORTS, Worker, Polyester/Cotton (Male) [GCA 266X OR APPROVED EQUAL]**
All specifications, other than construction details to assure a proper fit, are to be identical to Item 9.
Shorts shall be available in all odd and even waist sizes from 28" through 34" and even sizes from 36" to 50", have an 8-1/2" inseam, and be hemmed.

- 2.13. SHORTS, Worker, Polyester/Cotton (Female) [GCA 566X OR APPROVED EQUAL]**
All specifications, other than construction details to assure a proper fit, are to be identical to Item 9.

Shorts shall be available in all odd and even waist sizes from 28" through 34" and even sizes from 36"

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to 50", have an 8-1/2" inseam and be hemmed.

2.14. SHORTS, Worker, 100% Cotton (Male) [GCA 166X OR APPROVED EQUAL]

All specifications, other than fabric content and construction details to assure a proper fit, are to be identical to Item 9.

Shorts shall be available in all odd and even waist sizes from 28" through 34" and even sizes from 36" to 50", have an 8-1/2" inseam and be hemmed.

PART III - ESTIMATED ANNUAL REQUIREMENTS

The items and quantities listed below represent the City's estimated annual usage and may be used by the bidder as a guide. They will also be used by the City for tabulation and award purposes. However, no warranty is given or implied as to the actual items and/or dollar amount that will be purchased.

ITEM NO.	DESCRIPTION	ESTIMATED USAGE
1.	EMBLEMS, Embroidery charge (Two Color)	2500
2.	SHIRTS, Long Sleeve, Poplin (Male) Light Blue White	1200 12
3.	SHIRTS, Short Sleeve Poplin (Male) Light Blue White	900 216
4.	SHIRTS, Long Sleeve, Poplin (Female) Light Blue White	24 12
5.	SHIRTS, Short Sleeve, Poplin (Female) Light Blue White	24 12
6.	SHIRTS, Long Sleeve, 100% Cotton (Male) Light Blue White	30 12
7.	SHIRTS, Short Sleeve, 100% Cotton (Male) Light Blue White	12 12
8.	TROUSERS, Supervisor, Poly/Rayon (Male) Navy Blue	30
9.	TROUSERS, Worker, Poly/Cotton (Male) Navy Blue	1800
10.	TROUSERS, Worker, Poly/Cotton (Female) Navy Blue	24

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11.	TROUSERS, Worker, 100% Cotton (Male) Navy Blue	60
12.	SHORTS, Worker, Poly/Cotton (Male) Navy Blue	1000
13.	SHORTS, Worker, Poly/Cotton (Female) Navy Blue	12
14.	SHORTS, Worker, 100% Cotton (Male) Navy Blue	140

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GENERAL QUESTIONNAIRE

BIDDER NAME:

Complete the following:

Contact Name: Phone:

Delivery/begin work in calendar days after receipt of Purchase Order: (Section 1.02 of General Conditions.):

Days

Payment terms (Section 1.03 of General Conditions: (net 30 if left blank)

Total Bid Discount (Section 1.04 of General Conditions):

Prices firm for acceptance for 90 days? (Section 1.05 of General Conditions.):

Yes No Other

State or reference any variances (section 1.06 of General Conditions):

- 1. Is your firm located within 200 miles from Ft. Lauderdale? Yes ! No !
- 2. Does your firm have a facility, staff and/or mobile van locally (Tri-County area) to measure employees to insure a proper fit of the uniforms?

Yes ! No !

3. Number of years experience the bidder has had in providing similar services:

Years

4. Describe the last project of this nature that you completed:

5. Provide three references for which you have performed similar services.

Company Name:

Address:
 Contact Name: Telephone:

Company Name:
 Address:
 Contact Name: Telephone:

Company Name:
 Address:
 Contact Name: Telephone:

6. Have you ever failed to complete work awarded to you? If so, where and why?

7. Fill in the information requested in the spaces below

<u>ITEM</u>	<u>DESCRIPTION</u>
a.	EMBLEMS, City of Fort Lauderdale, Public Works Embroidery charge each emblem (Two color)
b.	SHIRTS, Long Sleeve, Poplin, (Male) Weight/Oz. <input type="text"/> Uniform Mfr./Catalog No. <input type="text"/> Location of Manufacturer <input type="text"/>
c.	SHIRTS, Short Sleeve, Poplin, (Male) Weight/Oz. <input type="text"/> Uniform Mfr./Catalog No. <input type="text"/> Location of Manufacturer <input type="text"/>
d.	SHIRTS, Long Sleeve, Poplin, (Female) Weight/Oz. <input type="text"/> Uniform Mfr./Catalog No. <input type="text"/> Location of Manufacturer <input type="text"/>
e.	SHIRTS, Short Sleeve, Poplin, (Female) Weight/Oz. <input type="text"/> Uniform Mfr./Catalog No. <input type="text"/> Location of Manufacturer <input type="text"/>

- f. SHIRTS, Long Sleeve, 100% Cotton (Male)
Weight/Oz.
Uniform Mfr./Catalog No.
Location of Manufacturer

- g. SHIRTS, Short Sleeve, 100% Cotton (Male)
Weight/Oz.
Uniform Mfr./Catalog No.
Location of Manufacturer

- h. TROUSERS, Supervisory, Poly/Rayon (Male)
Weight/Oz.
Uniform Mfr./Catalog No.
Location of Manufacturer

- i. TROUSERS, Worker, Poly/Cotton (Male)
Weight/Oz.
Uniform Mfr./Catalog No.
Location of Manufacturer

- j. TROUSERS, Worker, Poly/Cotton (Female)
Weight/Oz.
Uniform Mfr./Catalog No.
Location of Manufacturer

- k. TROUSERS, Worker, 100% Cotton (Male)
Weight/Oz.
Uniform Mfr./Catalog No.
Location of Manufacturer

- l. SHORTS, Worker, Poly/Cotton (Male)
Weight/Oz.
Uniform Mfr./Catalog No.
Location of Manufacturer

- m. SHORTS, Worker, Poly/Cotton (Female)
Weight/Oz.
Uniform Mfr./Catalog No.
Location of Manufacturer

- n. SHORTS, Worker, 100% Cotton (Male)
Weight/Oz.
Uniform Mfr./Catalog No.
Location of Manufacturer

8. Please state your pricing policy on oversize garments.

The proposer understands that the information contained in these proposal pages is to be relied upon by the City in awarding the proposed contract, and such information is warranted by the proposer to be true. The proposer agrees to furnish such additional information, prior to acceptance of any proposal relating to the qualifications of the proposer, as may be required by the City.

Please review the questionnaire to make sure all questions have been answered. Attach additional sheets if necessary. Failure to answer each question could result in the disqualification of your bid.

CITY OF FORT LAUDERDALE



Graphic Standards Manual



May 2003



CITY OF FORT LAUDERDALE



Graphic Standards Manual



May 2003



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INTRODUCTION



The City of Fort Lauderdale graphic design standards will form the foundation for communicating a uniform and consistent corporate identity. While a corporate identity encompasses much more than the proper use of a logo, which is a name, symbol or trademark of a company or an organization, the City of Fort Lauderdale graphic design standards provide a professional framework for communicating and presenting information and graphics logically, clearly and with distinction.

This Graphic Standards Manual should be considered a living document which may be updated, revised and modified as the City moves forward in establishing its corporate identity.

Objective

The City of Fort Lauderdale Public Information Office (PIO) created the following Graphic Standards Manual to develop a set of policies and procedures to ensure the proper and consistent use of the City of Fort Lauderdale logo and other graphic materials to communicate a uniform identity for the City.

Statement of Purpose

The Graphic Standards Manual is intended to help the City of Fort Lauderdale communicate a clear and consistent corporate identity to its internal and external audiences. Implementation of these standards will generate a greater awareness of the City of Fort Lauderdale, while communicating an overall corporate image.

In addition, these standards will enable the City of Fort Lauderdale to achieve clarity and effectiveness in all print and electronic communications, thereby strengthening credibility and establishing strong brand awareness for the City.

Embracing and following the policies and procedures outlined in this manual will identify City of Fort Lauderdale facilities, programs and services; promote organizational unity; foster community pride; and present the City as a single institution committed to excellence.

History

The current City of Fort Lauderdale logo dates back to 1965, when then Fort Lauderdale Mayor Ed Burry established a blue ribbon committee charged with the mission of finding a new flag design for the City.

The committee, headed by businessman Charles Creighton, conducted a citywide contest that attracted more than 400 entries. The winning design was submitted by Roseann Geiselman, who at the time, was a 22-year-old freelance artist. Geiselman's design was the result of more than 200 hours of effort and 16 variations of color combinations.

The stylized red sun rising out of the ocean symbolizes the newness of opportunity in Fort Lauderdale, as well as the City's tropical climate. The blue sailboat with the wind-blown sail represents the steady progress and advancement of the City, and its coastal location and maritime aspects.

Now recognized around the world as the symbol of Fort Lauderdale, the City's logo is as familiar as its sunshine and world famous beach.

Scope

This Graphic Standards Manual outlines proper usage of the City of Fort Lauderdale logo and other graphic materials for both internal and external audiences. The policies and procedures apply to all City of Fort Lauderdale departments, divisions, offices and employees, and will regulate usage of the City logo by all outside individuals, agencies, organizations and vendors.

This manual presents standardized guidelines for the City logo in the areas of proper use, improper use and external use.

This publication also covers logo applications for stationery, publications, departments, equipment, signage, facilities, specialty items, electronic mediums, websites, and related uses. The material is presented in a simple, straightforward and concise manner that provides easy access to a range of information that will help ensure consistency in the way the City utilizes its logo and other graphics.

While it is impossible to identify every use of the City of Fort Lauderdale logo, this manual provides detailed descriptions of the most common applications in an effort to encourage and maintain consistency and effectiveness.

Once fully implemented, these graphic design standards will communicate a corporate identity to strengthen Fort Lauderdale's position as a diverse, world-class city, a dynamic business center and a friendly, caring community.

For More Information

The PIO is responsible for managing the City's graphic design standards. The PIO will work to encourage, facilitate and maintain graphic design awareness, consistency and excellence throughout the City.

A copy of this manual, as well as instructions for downloading templates and electronic stationery, will be available on Lauderlink, the City of Fort Lauderdale's Intranet site. To access Lauderlink, open Internet Explorer or the appropriate web browser on a City networked computer and type Lauderlink in the address line. When the Lauderlink home page opens, click on the Graphic Standards Manual link.

Any questions regarding information presented in the City of Fort Lauderdale Graphic Standards Manual may be directed to:

City of Fort Lauderdale
Public Information Office
101 N.E. 3rd Avenue, Suite 300
Fort Lauderdale, FL 33301
Phone: 954-828-4PIO (4746)
Fax: 954-828-4745
webmaster@ci.fort-lauderdale.fl.us

PROCEDURES AND RESOURCES

Publication Guidelines

The City of Fort Lauderdale logo will be used in all publications. The size and location of the logo may vary depending on the type of production. Examples of publications include brochures, banners, technical or legal documents, and plans.

Logo Requests

Requests are often made to use the City of Fort Lauderdale logo for advertising, tourism, promotional and educational purposes. All requests for use of the City logo should be directed to the PIO. The logo should never be given to an outside vendor or organization without approval from the PIO.

A copy of the Graphic Standards Manual outlining proper use of the City of Fort Lauderdale logo will be available in either print or electronic format for distribution with all logo requests. All guidelines outlined in the manual should be adhered to.

Many items consist of materials, shapes and surfaces that vary in size and texture. To maintain the clarity and integrity of the logo when printing or placing it on different items the limitations of the printable area should be considered. Placement and sizing of the logo should be proportional to the area and should not be distorted in any way.

To ensure proper use of the City's logo prior to the production of any items, all organizations and vendors should submit a proof of the design layout to the PIO showing how the logo will be used. If uncertain about the size, placement, or quality of reproduction of the City logo, contact the PIO prior to production.

How to Obtain the City of Fort Lauderdale Logo

City of Fort Lauderdale employees, outside organizations and vendors may obtain camera-ready reproduction art and electronic files of the City of Fort Lauderdale logo from the City's PIO. Each logo request will be granted for a one-time, per project use.

To obtain the logo, a request must be made to the PIO either by telephone, fax, inter-office mail or e-mail. It is never permissible to copy the City logo or other graphics from the City's website for use in print or electronic publications.

To ensure that the logo request is completed in a timely manner, the following information will be helpful when requesting the logo:

- What is the logo being used for?
- Who is using the logo?
- How will the logo be used?
- When is the logo needed by?
- In what format is the logo needed?
- In what size is the logo needed?
- In what color is the logo needed?

Once a request has been approved, the logo will be delivered either by e-mail, zip disk, CD-ROM and/or floppy disk, depending on the size of the file.

A sample of the finished product will be required.

Logo Formats

The logo is available in the following file formats:

- JPEG - Joint Photographic Experts Group - The JPEG file format is supported by most browsers and compresses file size, which is useful when sending graphics electronically.
- TIFF - Tagged-Image File Format - Most image-editing and page-layout programs support this format. Most desktop scanners can produce TIFF images.
- EPS - Encapsulated PostScript - Most graphic, illustration and page-layout programs support the EPS format.
- PDF - Portable Document Format - This file format preserves and displays fonts, page layouts and graphics.

The file format needed will vary depending on the way the logo will be used, what it will be printed on and the printing application. If uncertain about which file format to request, please contact the PIO for assistance.

GUIDELINES

Proper Use of the Logo



Specifications

The City of Fort Lauderdale logo consists of two basic elements:

- A custom designed rising red sun, and
- A custom designed blue sailboat with a wind-blown sail

The two basic elements are joined together with no visible space between them, as shown above. The logo should align horizontally with respect to the page or field for all applications.

Sizing the Logo

The City of Fort Lauderdale logo should never be altered and must be scaled to ensure optimum legibility and to avoid distortion of the words and graphic element.

Colors

The accurate use of color must be maintained to ensure consistent quality reproduction in all uses of the City logo. One-color, two-color, reversed and four-color versions of the City logo are the official colors available to accommodate various printing and design applications.

Two-color Reproduction

Whenever possible, the City logo should appear in the two-color version using Pantone Matching Systems (PMS) colors, as shown below. PMS colors consist of a spectrum of pre-mixed inks that are each assigned a specific number. The official PMS colors of the City of Fort Lauderdale logo are PMS 185 (red) and PMS 293 (blue).



One-Color and Reversed Reproduction

The City of Fort Lauderdale logo may also be printed in solid black, solid blue using PMS 293, solid red using PMS 185, or reversed (i.e. converted to white and placed against a dark background), as shown in the following examples. For any other logo treatments please contact the PIO.

Examples of acceptable one-color and reversed logo reproduction:

Solid Black Logo



Solid Blue
PMS 293



Solid Red
PMS 185



Reversed Logo



If printed in solid black, all portions of the logo should appear in black without any grey areas.

Examples of unacceptable uses of the City logo in black:



Four-Color Reproduction

Four-color processing is the use of two or more colors to form a specific color. When four-color printing is necessary, the two official Pantone colors are formed by using a specific combination of process colors known as CMYK (Cyan, Magenta, Yellow and Black). The City logo for four-color process reproduction is available in a variety of formats. To obtain the logo, please contact the PIO.

Logos with Tag Lines

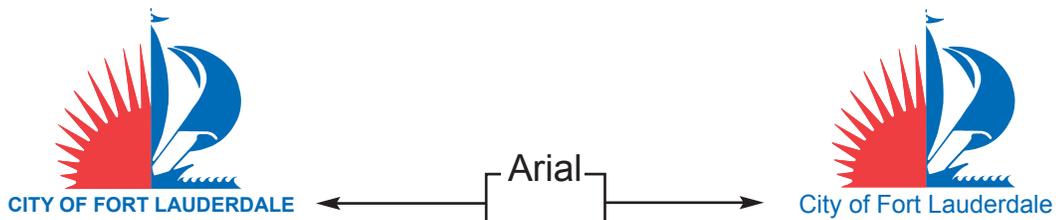
A tag line is a brief statement or group of words appearing with the logo or as part of a logo and is used to identify or position a company, product or service in the marketplace. Whenever possible the City logo should be accompanied by one of two tag lines - “City of Fort Lauderdale” or “Venice of America.” The tag line should be centered directly under the logo and should utilize the appropriate font in Pantone 293 (blue) or its CMYK equivalent. To determine which tag line is most appropriate, the following guidelines have been established.



Using the “City of Fort Lauderdale” Tag Line

The City of Fort Lauderdale tag line is used for audiences outside the City organization. The word “Fort” is never abbreviated under any circumstances. The logo with this tag line is available in two forms as shown above. One tag line utilizes upper and lowercase lettering (as shown in example A1), and the other uses all uppercase lettering (as shown in example A2 above). Using all uppercase lettering requires more vertical and horizontal space to appear clear and crisp.

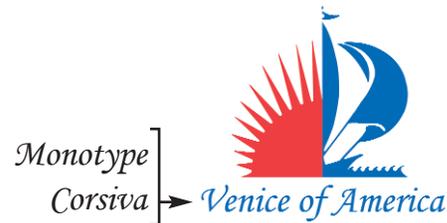
The Arial font is used, in either all uppercase or upper and lowercase letters, and should not be smaller than seven point type.



Using the “*Venice of America*” Tag Line

The “*Venice of America*” tag line should be used when promoting water or marine-related issues and activities; or when “City of Fort Lauderdale” already appears prominently in the document.

The Monotype Corsiva font is used and should not be smaller than 11 point type.



Using the Logo without a Tag Line

At times it is acceptable to use the logo without either tag line, but only if communicating to those familiar with the organization, and only when the text near the logo prominently displays the words “City of Fort Lauderdale.”

Combining the Logo with a Background

When placing the logo on top of a solid or patterned background, a solid or reversed logo is used. The use of patterned backgrounds should be considered a special case and should be viewed with a critical eye to ensure that the logo is clear and legible.

Solid black logo
against a solid
background



Reversed logo
against a solid
background



Solid black logo
against a
patterned
background



Improper Use of the Logo

The following examples illustrate common errors currently found in the use of the City logo. These improper uses should be avoided as they undermine the integrity of the City's logo and image.

Improper Sizing

Do not modify or distort the City logo. The size of the logo in relationship to the font size should not be altered. Reduce or enlarge the logo and tag line proportionately.



Improper Use of Color

The City of Fort Lauderdale logo should never be reproduced in any colors other than the established Pantone and CMYK colors outlined in this manual.



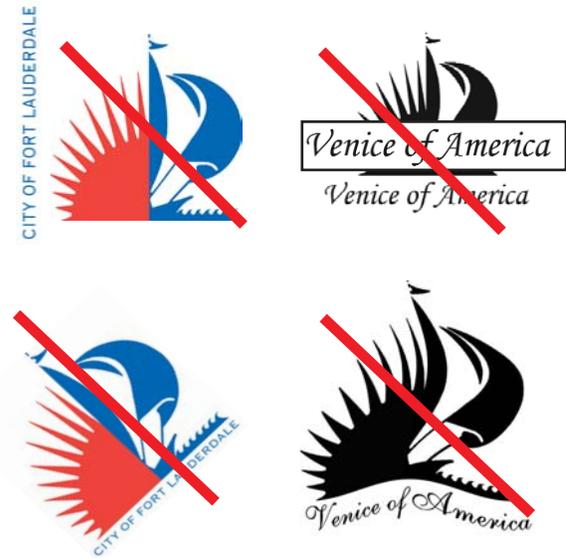
Improper Use of the Logo with Backgrounds or Other Graphics

To maintain logo integrity, no words or images should overlap or merge with the logo or tag line. The City logo should not be combined with any other logo or symbol. It should always stand alone.



Improper Placement of the Logo

The City logo should not be manipulated or reformatted in any way. The tag line should be below the graphic. The examples to the right show improper placement of the City logo and tag line.



Logo Use by Outside Organizations

The City logo must not be used to promote or imply approval of any other entity's or agency's products, services or programs. Any request by an outside entity to use the City logo must be referred to the PIO for approval.

Scanning the Logo

Do not scan the City logo from existing documents or copy and paste it from an online source. All City logos should be requested from the PIO in order to ensure the highest possible clarity and resolution.

WEBSITE STANDARDS AND POLICIES

The City of Fort Lauderdale has developed the following basic guidelines for pages to be included on the City's website. However, before applications or web pages are created, the Webmaster or the Director of Communications must approve all copy and designs to maintain site consistency and to ensure conformity to established guidelines for composition, logo use and format.

All guidelines previously described for color and the use of City logos in print also apply to the website, except web graphics which may be done at a screen resolution of 72 dots per inch (dpi). Other general guidelines include:

Fonts

- Font formatting should be controlled with external Cascading Style Sheets (CSS).
- Body text should be P style. Headings should be H1, H2, H3, and H4.
- Inline formatting of text should be avoided.
- *Italics* and/or **bold** may be used for emphasis.

Links

- Text links should be indicated by an underline; no other text should be underlined.

Background

- None (i.e. white, no images).

Graphics

- Use only approved versions of City and department logos, page headers, etc. The PIO will provide optimized versions of all City logos and other necessary graphics in the appropriate format (JPEG, GIF, PDF, etc.).
- Other graphics should be optimized for web use.
- Efforts should be made to keep the total download size of a page small.
- Graphics must have descriptive ALT tags (brief alternative text descriptions of graphics used on web pages).

Page/Table Widths

- Pages and tables should use a liquid design to support multiple resolutions.

Frames

- The City's website is frameless. If frames are to be used for an application, drafts of the application's structure must be approved by the PIO prior to the beginning of programming.

ACCEPTABLE EXCEPTIONS

The City of Fort Lauderdale logo is the primary logo that should be used in accordance with the guidelines described in this manual. Secondary logos, such as those identifying an accreditation or affiliation, may be used by departments only when approved by the City Manager, (i.e. police and fire shields, etc.).

Acceptable Secondary Logos



Fort Lauderdale
Police Department
Badge



Fire-Rescue Badge



Parks and Recreation



Police Accreditation



Fort Lauderdale Executive Airport

Time-defined Logos for Special Projects



1996 Parks Bond



Water Works
Public Services

SPECIALTY APPLICATIONS

The City of Fort Lauderdale logo may be applied to items that promote the City, its departments, divisions and programs. The same guidelines will apply to use of the logo for specialty items such as shirts, hats, pens, pencils, garbage cans, benches, uniforms, flags, banners, special awards, and similar items. To ensure the size and placement of the logo conforms to City of Fort Lauderdale Graphic Standards guidelines, all vendors must submit a proof of the design layout to the PIO showing how the logo will be used on a specialty item.

Many specialty items use a variety of backgrounds and colors. Although the preferred use of the City logo is the two-color logo in red (PMS 185) and blue (PMS 293), there may be times when use of a one-color logo is necessary. The following colors are acceptable for printing or embroidering the logo on specialty items:

- Red (PMS 185) and Blue (PMS 293), where red depicts the sun on the left of the logo and blue depicts the sail on the right of the logo
- Blue only - PMS 293
- Red only - PMS 185
- Black only
- White only

There may be times when it may be difficult to obtain the exact thread color for embroidered items. If this situation arises, please contact the PIO.

Specialty Applications Examples

The following examples refer to usage of the City logo on shirts. For guidance on using the logo for other specialty items, please contact the PIO prior to moving forward with a project. The following guidelines apply to all specialty applications:

- In the text arch above the logo, the word FORT should never be abbreviated and "CITY OF" should always precede FORT LAUDERDALE. This should always be one line of text.
- For all specialty applications, the size and appearance of the department and division should be proportionate to the City of Fort Lauderdale lettering and the logo. Some department names require more space than others therefore the department name may be printed in either all uppercase or in upper and lowercase letters.
- The style for the text of the department and division names must be in block lettering format. Script lettering should not be used.

Two-Color Example in Red and Blue

“City of Fort Lauderdale” must be in blue (PMS 293). The department and division must be in blue (PMS 293). The logo must be in red (PMS 185) and blue (PMS 293).

This version of the logo would be acceptable for a light-colored shirt or a background such as white, yellow, pink, cream, or tan.



One-Color Example in Blue

The logo and all text must be in blue (PMS 293).

This version of the logo would be acceptable for a light-colored shirt or a background such as white, yellow, pink, cream, or tan.



One-Color Example in Black

The logo and all text must be in black.

This version of the logo would be acceptable for a light-colored shirt or a background such as white, yellow, pink, cream, or tan.



One-Color Example in White

The logo and all text must be in white.

This version of the logo would be acceptable for a dark-colored shirt or a background such as black, navy blue, red or dark green.



STATIONERY GUIDELINES

For purposes of business identity, name recognition and quality control, letterhead, envelopes and business cards must be ordered from the City of Fort Lauderdale Printing and Graphics Office.

City of Fort Lauderdale Letterhead and Envelopes

The standard City of Fort Lauderdale letterhead and envelopes, which are required for use by all City Departments/Divisions, are printed using the red and blue City logo and blue ink. Letterhead and envelopes may be ordered through the City's Print Shop. The order will require a properly completed Print Shop Requisition Form No. I-104 as illustrated in the City's Purchasing Manual.

Business Cards

There are two acceptable styles of employee business cards that adhere to the guidelines outlined in the City of Fort Lauderdale Policy and Standards Manual section 9.8.1.2. Requests for business cards should be made using Print Shop Requisition Form No. I-104 and submitted to the Central Services Division of Administrative Services per the procedures outlined.

Employees with less than 10 years of continuous City service will receive cards using the red and blue City logo and blue ink. The cards are available in a glossy or recycled paper stock.

Employees with 10 or more years of continuous City service have the option of ordering cards with a gold logo and black ink or the red and blue City logo and blue ink. The cards are available in either a glossy stock or recycled paper stock.

Internal Memorandum

The PIO has designed an internal memorandum template for each City Department to use for internal correspondence (see sample on page 21). The internal memo template files, along with downloading instructions, can be found on Lauderlink (<http://lauderlink/>).

Fax Cover Sheet

The PIO has designed a fax cover sheet template for each City department to use when faxing documents and correspondence (see sample on page 22). The fax cover sheet template files, along with downloading instructions, can be found on Lauderlink (<http://lauderlink/>).

To conserve paper and remain environmentally aware, a Post-it® Fax Note is an acceptable option to use in place of a customized fax cover sheet. Post-it® Fax Notes may be ordered from Office Depot using the City's standard office supply ordering procedures.

Electronic Stationery

The PIO has designed a template for electronic City stationery that can be used for e-mail correspondence. The example below depicts how the electronic stationery will look when inserted into e-mail correspondence.

The electronic stationery should only be used when sending official City correspondence such as a letter or memo via e-mail. It should not be used for informal e-mail messages. Directions for accessing the electronic stationery may be found on Lauderlink (<http://lauderlink/>).

Electronic stationery example:





CITY OF
FORT LAUDERDALE

PUBLIC INFORMATION OFFICE

Memorandum

Date:

To:

From:

Via:

By:

Subject:



CITY OF
FORT LAUDERDALE

FIRE-RESCUE
DEPARTMENT

Fax Cover Sheet

Date:

To:

Company:

Phone/Fax:

From:

Phone/Fax:

Pages (including cover):

Comments:

VEHICLES/SIGNAGE AND OTHER USES

Vehicle Signage

All City of Fort Lauderdale vehicles shall be identified by the use of the City logo. This logo should be affixed to the doors of all passenger cars and trucks with the name of the department under the logo. Logos for heavy equipment should be placed where visible and practical.

Exceptions to the use of vehicle signage may be granted by the department director for any vehicles used for undercover or confidential operations.



General Purpose Vehicle Signage

This decal shall be used on most vehicles in the Parking Division, Community and Economic Development, Public Services and Parks and Recreation Departments.



Park Ranger Vehicle Signage

This decal is found on all marked vehicles in the Park Ranger Division.



Marked Police Vehicles

This decal shall be placed on all marked Police vehicles.



Fire-Rescue Vehicles

This decal shall be placed on all marked Fire-Rescue vehicles.

Exterior Signage

All City facilities shall be identified by signage that contains the correct use of the City logo.

In certain signage, the City logo may be surrounded by a circle using block text for the City of Fort Lauderdale and Venice of America tags lines. The tag lines may be reversed with white lettering on a blue background.



IMPLEMENTATION

As a City employee, your creative needs for use of the City logo are our priority. We are counting on you to embrace these standards and help us implement the consistent use of the City logo. Together we can create a uniform look for City print communications, vehicles, signage, specialty items, etc. that will increase brand awareness for the City, its departments and divisions, as well as City events and functions.

While it is recommended that all logos currently in use conform to the standards, we understand that it is impractical and costly to discard in-stock materials previously purchased in mass quantity. Non-standard or outdated logos that do not meet the standards outlined in this guide will be phased out over a period of time.

When re-ordering materials, the correct logo must be used. The Print Shop has the City logo on file for all printing purposes and will refer any requests that do not meet the standards outlined in this manual to PIO.

To ensure that your needs are met, and for clarification and additional information regarding the information presented in the City of Fort Lauderdale Graphic Standards Manual, please direct all inquiries to:

City of Fort Lauderdale
Public Information Office
101 N.E. 3rd Avenue, Suite 300
Fort Lauderdale, FL 33301
Phone: 954-828 4PIO (4746)
Fax: 954-828-4745
webmaster@ci.fort-lauderdale.fl.us

BIDDER PROPOSAL PAGE: 483-10000

BIDDER (COMPANY) NAME: _____

Bidder is required to provide scheduled yardage for each garment listed below. The established yardage will be the basis for any cloth price adjustments if a cloth change is instituted for any specific garment during the term of the contract.

Review each specification and the required colors. If a requested color is not available for a specified garment, indicate such under the comments/variances. The contractor must provide full range of colors and shade number for each garment. Bidder must provide all required sizes for each garment requested at the bid or current contract price. Variances must be stated. Receipt of a bid does not indicate City acceptance of any variance, as some variances may be considered unacceptable.

If a uniform manufacturer carries any item as a stock garment, so indicate in the space provided below. Likewise, indicate if the item is non-stock and must be cut to the City's requirement.

Vendors who supply finished goods that are manufactured by another company must **not** remove the original manufacturer's label from the garment.

ITEM NUMBER	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE EXTENSION
<u>ITEM</u>	<u>DESCRIPTION</u>		<u>UNIT PRICE</u>
1.	EMBLEMS, City of Fort Lauderdale, Public Works Embroidery charge each emblem		\$ _____ \$ _____
2.	SHIRTS, Long Sleeve, Poplin, (Male) Weight/Oz. _____ Uniform Mfr./Catalog No. _____ Location of Manufacturer _____ Stock ___ Nonstock ___ Yardage Per Garment _____		\$ _____
3.	SHIRTS, Short Sleeve, Poplin, (Male) Weight/Oz. _____ Uniform Mfr./Catalog No. _____ Location of Manufacturer _____ Stock ___ Nonstock ___ Yardage Per Garment _____		\$ _____
4.	SHIRTS, Long Sleeve, Poplin, (Female) Weight/Oz. _____ Uniform Mfr./Catalog No. _____ Location of Manufacturer _____ Stock ___ Nonstock ___ Yardage Per Garment _____		\$ _____
5.	SHIRTS, Short Sleeve, Poplin, (Female) Weight/Oz. _____ Uniform Mfr./Catalog No. _____ Location of Manufacturer _____ Stock ___ Nonstock ___ Yardage Per Garment _____		\$ _____

10000 Uniforms (1/7)

- 6. SHIRTS, Long Sleeve, 100% Cotton (Male) \$ _____
 Weight/Oz. _____
 Uniform Mfr./Catalog No. _____
 Location of Manufacturer _____
 Stock ___ Nonstock ___ Yardage Per Garment _____

- 7. SHIRTS, Short Sleeve, 100% Cotton (Male) \$ _____
 Weight/Oz. _____
 Uniform Mfr./Catalog No. _____
 Location of Manufacturer _____
 Stock ___ Nonstock ___ Yardage Per Garment _____

- 8. TROUSERS, Supervisory, Poly/Rayon (Male) \$ _____
 Weight/Oz. _____
 Uniform Mfr./Catalog No. _____
 Location of Manufacturer _____
 Stock ___ Nonstock ___ Yardage Per Garment _____

- 9. TROUSERS, Worker, Poly/Cotton (Male) \$ _____
 Weight/Oz. _____
 Uniform Mfr./Catalog No. _____
 Location of Manufacturer _____
 Stock ___ Nonstock ___ Yardage Per Garment _____

- 10. TROUSERS, Worker, Poly/Cotton (Female) \$ _____
 Weight/Oz. _____
 Uniform Mfr./Catalog No. _____
 Location of Manufacturer _____
 Stock ___ Nonstock ___ Yardage Per Garment _____

- 11. TROUSERS, Worker, 100% Cotton (Male) \$ _____
 Weight/Oz. _____
 Uniform Mfr./Catalog No. _____
 Location of Manufacturer _____
 Stock ___ Nonstock ___ Yardage Per Garment _____

- 12. SHORTS, Worker, Poly/Cotton (Male) \$ _____
 Weight/Oz. _____
 Uniform Mfr./Catalog No. _____
 Location of Manufacturer _____
 Stock ___ Nonstock ___ Yardage Per Garment _____

- 13. SHORTS, Worker, Poly/Cotton (Female) \$ _____
 Weight/Oz. _____
 Uniform Mfr./Catalog No. _____
 Location of Manufacturer _____
 Stock ___ Nonstock ___ Yardage Per Garment _____

- 14. SHORTS, Worker, 100% Cotton (Male) \$ _____
 Weight/Oz. _____
 Uniform Mfr./Catalog No. _____
 Location of Manufacturer _____
 Stock ___ Nonstock ___ Yardage Per Garment _____

10000 Uniforms (2/7)

Delivery time _____ days.

Please state your pricing policy on oversize garments:

NON-COLLUSION STATEMENT:

By signing this offer, the vendor/contractor certifies that this offer is made independently and free from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

<u>NAME</u>	<u>RELATIONSHIPS</u>
-	

In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

BID/PROPOSAL SIGNATURE PAGE

How to submit bids/proposals: It is preferred that bids/proposals be submitted electronically at www.rfpdepot.com. If mailing a hard copy, it will be the sole responsibility of the Bidder to ensure that the bid reaches the City of Fort Lauderdale, City Hall, Procurement Department, Suite 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Bids/proposals submitted by fax or email will NOT be accepted.

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the CITY and such acceptance covers all terms, conditions, and specifications of this bid/proposal.

Please Note: If responding to this solicitation through RFP Depot, the electronic version of the bid response will prevail, unless a paper version is clearly marked **by the bidder** in some manner to indicate that it will supplant the electronic version.

Submitted by:
(signature) (date)

Name (printed) Title:

Company: (Legal Registration)

CONTRACTOR, IF FOREIGN CORPORATION, MAY BE REQUIRED TO OBTAIN A CERTIFICATE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORIDA STATUTE §607.1501 (visit <http://www.dos.state.fl.us/doc/>).

Address:

City State: Zip

Telephone No. FAX No.

E-MAIL:

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions):

Payment Terms (section 1.03): Total Bid Discount (section 1.04):

Does your firm qualify for MBE or WBE status (section 1.08): MBE WBE

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in the proposal:

Addendum No.	Date Issued
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

VARIANCES: State any variations to specifications, terms and conditions in the space provided below or

reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation. HAVE YOU STATED ANY VARIANCES OR EXCEPTIONS BELOW? BIDDER MUST CLICK THE EXCEPTION LINK IF ANY VARIATION OR EXCEPTION IS TAKEN TO THE SPECIFICATIONS, TERMS AND CONDITIONS.

Variances:

revised 3-13-08