

I.

**WESTPORT PUBLIC SCHOOLS**  
**Nancy J. Harris**  
**Office of Assistant Superintendent for Business**  
**110 Myrtle Avenue**  
**Westport, CT 06880**

**INVITATION TO BID**

**BID #13-009-BOE**

**WESTPORT PUBLIC SCHOOLS**  
**UNIFORMS**

PLEASE INCLUDE TWO (2) COPIES OF YOUR BID SUBMITTAL.

Notice is hereby given that sealed bids on the following will be received at the Office of Nancy J. Harris, Assistant Superintendent for Business, 110 Myrtle Avenue, 3<sup>rd</sup> Floor, Westport, CT 06880 until **THURSDAY, MARCH 7, 2013, 10:00A.M.** at which time they will be publicly opened and read aloud.

Specifications, if not attached, may be obtained at the office of the:

**Nancy J. Harris**

*Assistant Superintendent for Business*

The Westport Public Schools reserves the right to reject any and all bids, or any part thereof, to waive defects in the same, or to accept any proposal it deems to be in the best interest of the Westport Public Schools and/or the Town of Westport.

Questions regarding the bid specifications should be directed to Robert Woosley, Director of Facilities, at 203-341-1271.

Bid results will be posted as soon as they become available on Westport Public Schools website at:  
<http://www.westport.k12.ct.us>

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III.

WESTPORT BOARD OF EDUCATION  
110 MYRTLE AVENUE  
WESTPORT, CT 06880  
SPECIFICATION COVER SHEET  
BID #13-009-BOE  
UNIFORMS

The Westport Board of Education reserves the right to reject any and all bids, or separate parts thereof, requested herein before. When items are mentioned by a particular brand, substitution of equal quality items will be considered only if the proposed substitution is clearly stated. When a bidder fails to so identify a proposed substitution, it will be assumed that he is bidding on the exact item requested.

The Westport Board of Education is exempt from the payment of Federal Excise Taxes and Connecticut Sales and Use Tax according to State Statute. Such taxes must not be included in bid prices nor added to any items specified.

INSTRUCTIONS ON BID DEADLINES AND REQUIREMENTS:

NAME OF BID: UNIFORMS - BID #13-009-BOE

TYPE OF BID: Scaled Bid

BID CLOSURE DATE: Received Until: DATE: Thursday, March 7, 2013 TIME: 10:00 a.m.

LOCATION TO FORWARD BIDS: Nancy J. Harris, Assistant Superintendent for Business  
WESTPORT PUBLIC SCHOOLS  
110 Myrtle Avenue  
Westport, CT 06880

BID SECURITY: Bid Security Required \_\_\_\_\_ % Bid Security *Not* Required  x

PREVAILING WAGE: Required \_\_\_\_\_ *Not* Required  x

FORMS TO COMPLETE BID: Submit two copies of the Bid Specification Sheets  
Identify Name of Bid on Envelope: UNIFORMS – BID # 13-009-BOE

LENGTH OF TIME PRICES WILL BE HONORED: \_\_\_\_\_

I have read and understand the bidding requirement of this bid specification included for my review herein:

\_\_\_\_\_  
*Signature of Company Representative* \_\_\_\_\_  
*Date*

TYPED NAME AND TITLE: \_\_\_\_\_

PRINT NAME (IF HANDWRITTEN ABOVE) \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TOWN: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

*Please return two copies of this Specification Cover sheet when submitting your bid. Thank you for bidding*

IV.

**DRUG-FREE PLACE CERTIFICATE**

I hereby certify that this company:

1. Has a published statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the place and that this statement specifies the actions which will be taken against employees for violations of such prohibition.
2. Has a written policy informing employees about the dangers of drug abuse in the place, the firm's policy of maintaining a drug free place, any available counseling, rehabilitation, and employee assistance programs, and the penalties which may be imposed upon employees for drug abuse violations.
3. Each employee engaged in providing the commodities or contractual services which are being bid was given a copy of the statements specified in paragraphs 1 and 2, above.
4. In the statement specified in paragraph 1, the employees have been notified that, as a condition of working on the commodities or contractual services which are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of "guilty" or of "nolo contendere" to any violation of any controlled substance law of the United States or of any state, for a violation occurring in the place no later than five (5) days after such conviction or plea.
5. This firm will impose a sanction on or require the satisfactory participation in a drug abuse assistance program or a rehabilitation program, if such are available in the employee's community, by any employee who is so convicted.
6. This firm will make a good faith effort to continue to maintain a drug free place.

*As the person authorized to sign this statement, I certify that this firm fully complies with the above requirements.*

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Print Name:* \_\_\_\_\_ *Telephone #:* \_\_\_\_\_ *Fax #:* \_\_\_\_\_

*Company:* \_\_\_\_\_ *Email:* \_\_\_\_\_

V.

**CONDITIONS FOR BIDDING**

1. The Board of Education reserves the right to reject any bid if it is deemed to be in the best interests of the Town of Westport, Connecticut, Westport Board of Education and its students.
2. The Board of Education reserves the right to grant an award in total or for any part thereof for the items or services being bid. In addition, the Board of Education reserves the right to award this bid as a package in conjunction with other bids for similar services/supplies/equipment. The Board reserves the right to award with preference to State of Connecticut contract holders and/or local vendors.
3. The submission of a bid shall be conclusive evidence that the bidder has satisfied himself as to the requirements of the bid specifications and any controlling conditions which may exist.
4. Bidders may not withdraw their bid for a period of 120 days from the date of bid opening. The Board of Education and the bidder may mutually agree to extend the time limit.
5. In determining the ranking of responsible bidders, the Board of Education may consider, in addition to price, the quality, availability and type of items, the experience of the bidder, the sufficiency of the financial resources of the bidder and the reputation of the bidder for ability, integrity, judgment and performance, as well as the ability of the bidder to provide future service/supplies/equipment.
6. It is anticipated that the goods will be needed for the current school year, but the Board of Education reserves the right to cancel or alter this service because of enrollment changes, budget consideration or unforeseen circumstances which require a change.
7. All bid prices are to include the complete costs, which includes inside delivery to each school or location with installation and assembly of same, if applicable, and training, if applicable. All deliveries must be made prepaid and must be delivered to the location subsequently designated on the purchase orders at no cost over and above the bid price indicated in your bid.

Deliveries must be made inside building indicated. In no case will collect shipments or sidewalk deliveries be accepted. A packing slip shall be included in each shipment. All packages must be clearly marked as to content.

8. The Board of Education of the Town of Westport supports efforts to reduce the use of illegal drugs in the place. In instances where responsible prospective bidders submit identical tie bids, preference shall be given to the businesses with drug-free place programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the Board of Education for the procurement of commodities or contractual services which are bid, a bid received from a business which has certified that it has implemented a drug-free place program shall be given preference in the award process. The drug-free place program certification is attached and is to be submitted with the bid package by the bidder along with other bid documents in order to receive preference. This policy shall become effective in accordance with the provisions of the Charter of the Town of Westport regarding bidding procedure.

## V. CONDITIONS FOR BIDDING (CONTINUED)

9. **ALTERNATIVES:** When proposing an alternate item, indicate the Brand and Model identification on the bid specification sheets. To have alternates considered, complete specifications and submit catalogues describing the product must accompany the bid. The Westport Board of Education reserves the right to request equipment samples on specific items.
10. **SUBSTITUTIONS:** Indicate on the Specification Sheet substitutions identified by name or catalogue number and the net difference in cost to the Westport Board of Education. Listed substitutions will be considered for approval only after the award of contract; the Board reserves the right to require the originally specified material or equipment at the price submitted by the bidder in his bid, notwithstanding the fact that the bidder may have based a price for a specific item on a proposed substitution. In this regard, the determination shall be made in good faith, on the basis of the quality and type of the article listed. Any benefit in price reduction due to a substitution shall accrue to the Board.
11. **FORM AND STYLE OF BID:** All blanks on the Specification Form, except where otherwise requested, shall be filled in by typewriter or manually in ink.
12. **WARRANTIES:** Whenever an item or service is covered by a specified product or service warranty, such warranties must be submitted with the official bid or quotation specification sheets. All such warranties shall inure to the benefit of the Board.
13. See attached Specification Cover Sheet to be used.

**NOTE:** By bidding on this contract the vendor agrees that any or all past clients may be contacted by the Westport School System. The vendors bidding on this contract also agree to release and discharge by bidding on this contract for the vendor him/herself, his/her heirs executors administrators and assigns, release acquit and forever discharge the Westport School System, its Board of Education and all employees and any or all other persons, firms and corporations of and from any and all actions, causes of actions, claims or demands for damages, costs, loss of services, expenses, compensation, consequential damage or any other thing whatsoever, on account of, or in any way growing out of any former client contacted by the Westport School System to obtain an opinion regarding any performed by your company. The above release shall also include and apply to any former client contacted.

VI.

**BID SPECIFICATIONS  
UNIFORMS  
BID #13-009-BOE**

Due on or before **THURSDAY, MARCH 7, 2013 at 10:00 a.m.** at the office of:

Nancy J. Harris  
Assistant Superintendent for Business  
WESTPORT PUBLIC SCHOOLS  
110 MYRTLE AVENUE  
Westport, CT 06880

Sealed bids will be received by the Office of Assistant Superintendent for Business of the Westport Public Schools of the Town of Westport, Connecticut until **10:00 a.m. on THURSDAY, MARCH 7, 2013**. Each bid should be clearly marked - (example) "**BID #13-009-BOE – UNIFORMS.**" Specifications, instructions and bid forms may be obtained at the Office of Robert Woosley, One Canal Street, Westport, CT 06880 and on-line at <http://www.westport.k12.ct.us>.

**I. CONTRACT**

The "Contract" shall consist of these Specifications, any addenda thereto, and a Purchase Order to be issued by the Westport Public Schools. The contract period shall be from July 1, 2013 through June 30, 2016 with the option of extending the contract for two (2) additional years at the discretion of the Westport Public Schools.

The Westport Public Schools reserves the right to order additional uniforms, or parts thereof, throughout the Contract Period. The price shall remain firm for the Contract period. The Westport Public Schools reserves the right to extend the contract, on an annual basis, with the approval of the Westport Public Schools Assistant Superintendent for Business, if the Westport Public Schools deems an extension to be in its best interest.

**II. VENDOR REQUIREMENTS**

Measurements for the sizes of the uniforms for each employee shall be taken on Westport Public Schools premises on two (2) dates that will be established. The dates established shall be at the convenience of the Westport Public Schools. A copy of the list of employee measurements is to be forwarded to the Director of Facilities Office.

If for any reason an employee cannot attend the established measurement dates, the employee shall be directed to contact the Vendor and the Vendor shall make mutually agreeable arrangements with the employee to take said measurements. The measurements shall be taken on-site and shall be done so at no additional expense to the Westport Public Schools. Every effort shall be taken by the Westport Public Schools to keep this inconvenience to the Vendor to a minimum.

Delivery of the uniforms shall be made within four (4) weeks of placement of order. Each double set of uniforms shall be tagged with the tag indicating the employee's name and school. **ALL UNIFORMS MUST BE DELIVERED TO ONE (1) CANAL STREET, WESTPORT, CT 06880.**

### III. UNIFORM SPECIFICATIONS

The Westport Public School Emblem will be on the left side of all shirts, coats, and sweat shirts. All Head Custodians and Assistant Head Custodians will have white shirts with a navy blue Westport Public Schools emblem. All Custodians will have Navy Blue shirts with a white Westport Public School emblem. Turtle neck shirts will have the Westport Public School emblem on the neck.

Material for the uniforms (shirts and pants) shall be made of sixty-five percent (65%) woven blend polyester and thirty-five percent (35%) combed cotton with a permanent press, soil release finish. The material shall be reinforced at all points of strain. The Vendor due to size shall consider no order a "Special Order". Color: Navy Blue shirts shall have two (2) pockets, and all shirts will have Westport Public Schools embroidered over left-hand pocket or left-hand side and shall have permanent stays in collar. All pants shall have deep pockets: heavy-duty brass zipper, straight legs, and full cut styling.

VII.

WESTPORT PUBLIC SCHOOLS  
UNIFORM BID #13-009-BOE

CONTRACT PERIOD: July 1, 2013 through June 30, 2014

- 1. LONG SLEEVE SHIRT \$ \_\_\_\_\_ each
- 2. SHORT SLEEVE SHIRT \$ \_\_\_\_\_ each
- 3. PANTS \$ \_\_\_\_\_ each
- 4. POLO SHIRT \$ \_\_\_\_\_ each
- 5. SWEATSHIRT \$ \_\_\_\_\_ each
- 6. RAIN GEAR (SEE SEPARATE SHEET) \$ \_\_\_\_\_ each
- 7. RUBBER BOOTS \$ \_\_\_\_\_ each
- 8. HOODED SWEATSHIRTS \$ \_\_\_\_\_ each
- 9. WINTER COATS LONG \$ \_\_\_\_\_ each
- 10. WINTER COATS SHORT \$ \_\_\_\_\_ each
- 11. TURTLE NECK LONG SLEEVE \$ \_\_\_\_\_ each
- 12. T SHIRTS \$ \_\_\_\_\_ each
- 13. HATS \$ \_\_\_\_\_ each
- 14. GLOVES \$ \_\_\_\_\_ each
- 15. BOOTS \$ \_\_\_\_\_ each

TYPED NAME AND TITLE: \_\_\_\_\_

PRINT NAME (IF HANDWRITTEN ABOVE) \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TOWN: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WESTPORT PUBLIC SCHOOLS  
UNIFORM BID #13-009-BOE

CONTRACT PERIOD: July 1, 2014 through June 30, 2015

1. LONG SLEEVE SHIRT \$ \_\_\_\_\_ each
2. SHORT SLEEVE SHIRT \$ \_\_\_\_\_ each
3. PANTS \$ \_\_\_\_\_ each
4. POLO SHIRT \$ \_\_\_\_\_ each
5. SWEATSHIRT \$ \_\_\_\_\_ each
6. RAIN GEAR (SEE SEPARATE SHEET) \$ \_\_\_\_\_ each
7. RUBBER BOOTS \$ \_\_\_\_\_ each
8. HOODED SWEATSHIRTS \$ \_\_\_\_\_ each
9. WINTER COATS LONG \$ \_\_\_\_\_ each
10. WINTER COATS SHORT \$ \_\_\_\_\_ each
11. TURTLE NECK LONG SLEEVE \$ \_\_\_\_\_ each
12. T SHIRTS \$ \_\_\_\_\_ each
13. HATS \$ \_\_\_\_\_ each
14. GLOVES \$ \_\_\_\_\_ each
15. BOOTS \$ \_\_\_\_\_ each

TYPED NAME AND TITLE: \_\_\_\_\_

PRINT NAME (IF HANDWRITTEN ABOVE) \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TOWN: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WESTPORT PUBLIC SCHOOLS  
UNIFORM BID #13-009-BOE

CONTRACT PERIOD: July 1, 2015 through June 30, 2016

1. LONG SLEEVE SHIRT \$ \_\_\_\_\_ each
2. SHORT SLEEVE SHIRT \$ \_\_\_\_\_ each
3. PANTS \$ \_\_\_\_\_ each
4. POLO SHIRT \$ \_\_\_\_\_ each
5. SWEATSHIRT \$ \_\_\_\_\_ each
6. RAIN GEAR (SEE SEPARATE SHEET) \$ \_\_\_\_\_ each
7. RUBBER BOOTS \$ \_\_\_\_\_ each
8. HOODED SWEATSHIRTS \$ \_\_\_\_\_ each
9. WINTER COATS LONG \$ \_\_\_\_\_ each
10. WINTER COATS SHORT \$ \_\_\_\_\_ each
11. TURTLE NECK LONG SLEEVE \$ \_\_\_\_\_ each
12. T SHIRTS \$ \_\_\_\_\_ each
13. HATS \$ \_\_\_\_\_ each
14. GLOVES \$ \_\_\_\_\_ each
15. BOOTS \$ \_\_\_\_\_ each

TYPED NAME AND TITLE: \_\_\_\_\_

PRINT NAME (IF HANDWRITTEN ABOVE) \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TOWN: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**WESTPORT PUBLIC SCHOOLS  
UNIFORM BID #13-009-BOE**

**VIII. SUPPLEMENTARY SPECIFICATIONS**

**A. RAIN GEAR SPECIFICATIONS**

- Econo Plus Suit
  - Rugged thick PVC construction
  - Long-lasting, lightweight Stormflex vinyl for freedom of movement
  - Parka features attached hood and snap-over storm fly front, 30' length
  - Parka and overall sold as a set
  - Peggable packaging
  - Sizes S to XXL
  - UPC Coded
  - Color – Yellow

**Bids due on or before THURSDAY, MARCH 7, 2013 at 10:00 a.m.**

**INSTRUCTIONS:**

The undersigned, attesting to be a duly authorized representative of the Company, hereby proposes to furnish all services required and uniforms ordered, in accordance with said specifications, for the sums as indicated below. All hemming of clothing is the responsibility of the bidder.

**TYPED NAME AND TITLE:** \_\_\_\_\_

**PRINT NAME (IF HANDWRITTEN ABOVE)** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **TOWN:** \_\_\_\_\_

**STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_ **FAX NUMBER:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

IX.

EEOC COMPLIANCE

Conn. Gen. Stat Sec. 4a-60:

The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job related qualifications are employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the involved;

The contractor agrees, in all solicitations or advertisements for employees placed for or on behalf of the contractor, to state that is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the commission;

The contractor agrees to provide each labor union or representative of ers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contact or understanding, a notice to be provided by the commission on human rights and opportunities advising the labor union or representative of the contractor's commitments under Conn. Gen. Stat. 4a-60 and to post copies of the notice in conspicuous places available to employees and applicants for employment;

The contractor agrees to comply with Conn. Gen. Stat. 46a-68e (requiring contractor to file compliance reports with the commission) & 46a-68f (requiring compliance reports contain information on labor union practices) and with each regulation or relevant order issued by the commission;

The contractor agrees to provide the Commission on Human Rights and Opportunities with any information it requests, and permit access to pertinent books, records and accounts, concerning employment practices and procedures or the contractor as relate to the provisions of Conn. Gen. Stat. 4a-60 & 46a-56;

The contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and supplies of materials.

Conn. Gen. Stat. Sec. 4a-60(a):

The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation;

The contractor agrees to provide each labor union or representative of ers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the commission on human rights and opportunities advising the labor union or representative of the contractor's commitments under Conn. Gen. Stat. 4a-60 and to post copies of the notice in conspicuous places available to employees and applicants for employment;

The contractor agrees to comply with Conn. Gen. Stat. 4a-60a and with each regulation or relevant order issued by the commission; The contractor agrees to provide the Commission on Human Rights and Opportunities with any information it requests, and permit access to pertinent books, records and accounts, concerning employment practices and procedures of the contractor as relate to the provisions of Conn. Gen. Stat. 4a-60 & 46a-56.

END OF NOTIFICATION TO BIDDERS

X.

**ADVERTISEMENT**  
**WESTPORT PUBLIC SCHOOLS**

TO: All Interested Bidders

FROM: Robert Woosley

DATE: February 19, 2013

SUBJECT: **SPECIFICATIONS AND BID FORMS**  
**WESTPORT PUBLIC SCHOOLS**  
**UNIFORMS BID #13-009-BOE**

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Sealed bids will be received in the office of the Assistant Superintendent for Business, Westport Public Schools, 110 Myrtle Avenue, 3<sup>rd</sup> Floor, Westport, CT no later than **THURSDAY, MARCH 7, 2013 at 10:00 a.m.** for **Uniforms** as described herein. All bid envelopes shall be marked "**BID #13-009-BOE UNIFORMS.**"

Bid packages are available in the District Maintenance Office, One (1) Canal Street, Westport, CT starting on Tuesday, February 19, 2013, between the hours of 8:30 a.m. and 3:00 p.m. or on-line from our website:  
<http://www.westport.k12.ct.us>