

Invitation to Bid
12/13/2021

Transit Operator Uniforms

The Biddeford-Saco-Old Orchard Beach Transit Committee (BSOOB Transit) is requesting proposals from qualified firms for the purchase of driver uniforms and accessories as listed in the Scope of Work.

Sealed proposals are due by 11:00 am on Thursday, January 13th, 2022 at the BSOOB Office, 13 Pomerleau St., Biddeford, Maine 04005, at which time they will be publicly opened and read in the conference area of the BSOOB Office. Bidders or their representatives may be present and must adhere to COVID-19 guidelines requiring a mask and social distancing.

Please send all addendum request to Rod Carpenter rcarpenter@bsoobtransit.org. Addendums must be received by 4:00 pm on December 30th to be considered. All addendums will be advertised on our website www.bsoobtransit.org under Transit Internal-RFP as we receive them.

Bidders should understand that the submission of a bid represents an offer that may be accepted in whole by BSOOB. The acceptance of a bid in whole constitutes the formation of a Contract.

A bid may not be withdrawn after the date and time of bid opening and no bids will be accepted after the deadline.

Bids can be mailed or hand delivered in a sealed envelope to the BSOOB office, 13 Pomerleau St., Biddeford, ME 04005. **Bids will NOT be accepted via fax.**

Bids can also be emailed to rcarpenter@bsoobtransit.org with either a request to confirm receipt via email or a “read receipt” attached to the email submission.

1. Bid Performance

Contractor agrees to bear all costs incurred by BSOOB arising from the failure of Contractor through omission or commission to comply with all Federal, State and local statutes, regulations, ordinances or rules. Contractor further agrees to hold BSOOB harmless and to indemnify BSOOB for these costs as well as all costs of collection, including but not limited to reasonable attorneys’ fees.

If Contractor fails to fulfill its obligations under this Contract properly and on time, or otherwise violates any provision of this Contract, BSOOB may terminate Contract by written notice to Contractor. The notice shall specify the acts of omissions relied on as cause for termination. BSOOB shall pay Contractor fair, equitable compensation for satisfactory performance prior to receipt of notice of termination less the amount of damages caused by Contractor’s breach. If the damages are more than the compensation payable to Contractor, Contractor will remain liable after termination and BSOOB may collect damages, including costs of collection and reasonable attorney’s fees.

2. Equal Opportunity

BSOOB is an equal opportunity employer and shall not discriminate against an applicant as to race, creed, age, sex, sexual preference, disability, national origin, religion, veteran status, political affiliation or any other basis prohibited by law. Vendors and contractors or their agents doing business with BSOOB shall not violate the above clause or the Civil Rights Act of 1964. Violations by vendors shall be reviewed on a case-by-case basis and may mean an automatic breach of contract.

BSOOB has adopted a Minority Business Enterprise DBE/WBE Program. This program establishes a goal for DBE/WBE participation in BSOOB's total procurements.

3. Federal Transit Administration Clauses

Federal Transit Administration Clauses relevant to the procurement of materials and supplies are hereby incorporated into this specification by reference. Please see Appendix A for a listing of those clauses.

Bidders are required to submit written or printed proposals, signed by a person empowered to make all authorized decisions on behalf of the Bidder.

4. Additional Information

Bidders needing more information than is found in these specifications should contact:

Rod Carpenter, Deputy Director
Biddeford Saco OOB Transit Committee
13 Pomerleau Street
Biddeford, Me 04005
(207) 282-5408 or rcarpenter@bsoobtransit.org

Appendix A – Required Federal Transit Administration Clauses

1. Fly America
2. Buy America
3. Cargo Preference
4. Energy Conservation
5. Clean Water
6. Lobbying
7. Access to Records and Reports
8. Federal Changes
9. Clean Air
10. Recycled Products
11. No Government Obligation to Third Parties
12. Program Fraud and False or Fraudulent Statements and Related Acts
13. Termination
14. Government-Wide Debarment and Suspension
15. Privacy Act
16. Civil Rights
17. Breaches and Dispute Resolution
18. Disadvantaged Business Enterprises
19. Incorporation of Federal Transit Administration Terms

NOTE: Not all of the above listed clauses are necessarily applicable to this purchase.

Regulations governing purchases such as this may be found in the Code of Federal Regulations, online in 2 CFR Part 200.326 and Appendix II to 2 CFR Part 200.

Overview

BSOOB Transit is requesting proposals from qualified firms for the purchase of operator uniforms and accessories as listed in the Scope of Work.

Proposers should review the requirements for the operator uniforms detailed in the scope of work and submit a response in conformance with the requirements. BSOOB Transit expects to award to the firm whose proposal is best aligned with the agency's requirements.

This RFP is open to all firms with the ability to provide the stated requirements listed in this solicitation. All proposals must be submitted in accordance with the requirements outlined in the Scope of Work.

Scope of Work

BSOOB Transit are looking to upgrade the quality and improve the professional appearance of bus operators and supervisors while in service, and improve customer recognition as well as employee morale. BSOOB Transit prefers to award one contract to a single supplier, affording BSOOB Transit the improved cost effectiveness as well as one stop shopping. However, if deemed in the best interest of BSOOB Transit, it reserves the right to choose from the list of procured items, add and delete items and/or to order from multiple vendors. Proposers must quote and provide samples of all items contained in this proposal or they will be considered non-responsive.

BSOOB Transit will request the ability to create an online account with the contractor for ordering employee uniform replacements and for new hires.

BSOOB Transit will request a sizing kit to be provided and left with the company that includes sample sizes for additional new hires.

Garments

The list below shows the uniform garments that are to be made available to the operator and supervisor. Also provided, are the garment specifications. The Contractor will provide garments currently manufactured that meet or exceed the basic design criteria and characteristics set forth in this section. BSOOB Transit welcomes contractor's offerings of products as equal to those specified. If equivalent items are included in the proposal, Contractor must provide the manufacturer specifications for each with proposal.

Button Down Shirts

Style:	Oxford Dress style
Fabric:	Cotton synthetic blend preferred; wrinkle-free
Color:	White, Gray, or Dark Green
Wash Care:	Color fast; machine washable
Sizes:	Must be available in men's and women's sizing; Men's neck sizes 14"-20"; sleeves regular and long 32"-37"; women's 4-20
Design/Construction:	Must be available in long sleeve and short sleeve version; button down collar, seven button full front placket; one left chest pocket, one or two button cuff (for long sleeve)

Misc.:	Contractor must supply at least three (3) examples
Logo:	Upper chest on left side, white/dark green, embroidered

Polo Shirts

Style:	Polo (long and short sleeve)
Fabric:	Cotton synthetic blend preferred; wrinkle-free
Color:	White, Gray, or Dark Green
Wash Care:	Color fast; machine washable
Sizes:	Must be available in men's and women's sizing; Men's neck sizes 14"-20"; sleeves regular and long 32"-37"; women's 4-20
Design/Construction:	Must be available in long sleeve and short sleeve version; button down collar, seven button full front placket; one left chest pocket, one or two button cuff (for long sleeve)
Misc.:	Contractor must supply at least three (3) examples
Logo:	Upper chest on left side, white/dark green, embroidered

Pants

Style:	Dress style / Cargo Style
Fabric:	Mid-weight cotton/synthetic blend or synthetic/worsted wool blend; wrinkle-free
Color:	Black, Khaki or Gray
Wash Care:	Color fast machine washable
Sizes:	Must be available in men's and women's sizing; tall size availability; Men's sizes 28" - 54", Misses sizes O-18, Women's sizes 18W - 28W.
Design/Construction:	Non-roll waistband, heavy duty brass zipper, hook and eye or button closure; extended fly lining; lined crotch; flat front and pleated option; cargo style option; two front pockets; belt loop
Misc.:	Contractor must supply at least two samples (flat front and cargo style)
Logo:	N/A

Shorts

Style:	Dress style / Cargo style
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Fabric:	Mid-weight cotton/synthetic blend; wrinkle-free
Color:	Black, Khaki or Gray
Wash Care:	Color fast; machine washable
Sizes:	Must be available in men's and women's sizing; tall size availability; Men's sizes 28" - 54", Misses sizes O-18, Women's sizes 18W - 28W.
Design/ Construction:	Non-roll waistband, heavy duty zipper; hook and eye or button closure; extended fly lining; lined crotch; flat front and pleated options, cargo option two front pockets; belt loops.
Misc.:	Contractor must supply at least two samples (flat front and cargo style)
Logo:	N/A

Light Weight Jacket

Style:	Light weight jacket
Fabric:	Nylon shell with synthetic lining
Color:	Black, Gray, or Dark Green
Wash Care:	Color fast; machine washable
Sizes:	Unisex sizing up to 6X
Design/Construction:	Wind and water resistant
Misc.	Contractor must supply at least three (3) examples
Logo:	Upper chest on left side, white/dark green, embroidered



Vest

Style:	Sleeveless V-neck, sweater vest
Fabric:	Cotton/synthetic blend or 100% synthetic knit preferred; must hold shape after repeated washings
Color:	Black, Gray, or Dark Green
Wash Care:	Color fast, machine washable
Sizes:	Must accommodate men's and women's sizes; S-6XL
Design/Construction:	Wind and water resistant
Misc.:	Contractor must supply at least two (2) examples
Logo:	Upper chest on left side, white/dark green, embroidered

Item Quantities

The Proposer understands that the quantities of the various unit price items specified in this procurement are not in any way guaranteed and/or intended to be final. The proposer should not form a basis for any claims for damages including, but not limited to anticipated profit in case they do not correspond with the final quantities actually ordered. BSOOB Transit reserves the right to increase and/or diminish entirely any of the items as stated in this contract document

BSOOB Transit has a total of about 25-30 operators, approximately 15 full time and the remainder part time. Each full time employee will require:

- One (1) Jacket
- One (1) Vest
- Six (6) shirts (combination of short/long sleeve polos or button down)
- Five (5) pairs of pants (combination of flex fit/slim fit or shorts)

Each part time operator will require a custom order based on workload. An example would be:

- One (1) Jacket
- One (1) Vest
- Three (3) shirts (combination of short/long sleeve polos or button down)
- Two (2) pairs of pants (combination of flex fit/slim fit or shorts)

Expectations of Quality

All materials furnished by the selected Proposer shall be new, high-grade and free from design and manufacturing defects. Materials and workmanship not conforming to the requirements of the specifications shall be considered defective and will be subject to rejection. The expected wear life intended for most garments under this contract is three (3) years.



Standard alterations should be included in the price of the uniform item, please provide a list of the alterations that would be considered standard alterations. Additional alterations such as seat and crotch adjustments shall be performed when necessary. Please include with your proposal a fee schedule of additional alterations that your company provides.

Agency Contact

The Purchasing Agent at BSOOB Transit will be the contract administrator until the time of award. Changes or additions made by anyone other than the Purchasing Agent will not be accepted or paid for by BSOOB Transit.

Vendor Contact

The Contractor shall provide sizing samples that will remain with BSOOB Transit and will make a representative available to assist BSOOB Transit in measuring and fitting of personnel. The Contractor shall also designate an inside representative, who will be available to assist authorized BSOOB Transit personnel with questions and/or problems that may arise due to fit or function. BSOOB Transit shall not be responsible for requests made by unauthorized personnel.

Return Policy

In the event an employee elects to return an unused garment(s), for any valid reason, the Contractor shall replace the returned garment(s) at no additional cost to BSOOB Transit and at no cost to the employee. If the employee does not request a replacement, the Contractor shall issue a credit to the employee's allowance balance or if paid personally by the employee, a refund will be issued directly to the employee for the full unit purchase price for such returned garment. All refunds will be issued within seven business days of receipt of the returned item.

Evaluation Criteria

A team of BSOOB Transit Staff will evaluate the proposals. The team will select the firm whose proposal is most advantageous to BSOOB Transit.

Selection Procedure

The evaluation team will evaluate and score all proposals received based on the criteria listed below.

1. Proposals not meeting the minimum requirements and those that are not responsive will not be given further consideration.
2. Proposals in the competitive range will be determined. These proposers will be asked for an oral interview and uniform demo the week of January 24th, 2022 or January 31st, 2022
3. When interviews, discussions, and evaluations are concluded, the BSOOB Transit will determine the highest overall scoring firm. If needed, negotiations and Best and Final Offers may also be requested from the highest overall scoring firm.
4. BSOOB Transit will then recommend that the chosen firm be awarded a contract for this purchase.



Proposals will be evaluated based on the following criteria: (listed in order of importance)

1. Ability to provide quality uniform items that are consistent with the requirements and expectations of the scope of work.
2. Reasonableness of costs.
3. Ability to provide all uniform items specified in a timely manner.
4. Sufficient stock to meet BSOOB Transit's needs.
5. Experienced sales and alteration personnel.
6. DBE Participation.

As reflected above, contract award will not be based solely on price, but on a combination of factors as determined to be in the best interest of BSOOB Transit

Award of Contract

Within 90 days of the deadline for submittal of Proposals, BSOOB Transit will decide to award a contract or reject all Proposals, unless an extension is made. The formal acceptance by BSOOB Transit of the proposer's Bid shall be a "Notice to Proceed" issued by BSOOB Transit. Upon execution and submission of all required documentation, BSOOB Transit will issue a "Notice to Proceed" evidencing its formal acceptance and award of a one-year contract with BSOOB Transit allowed to extend up to four (4) one (1) year contract options.



Operator Uniform Pricing Quote

	Unit Price Standard Sizes (S -XL)	Unit Price Size 2X	Unit Price Size 3X or Larger
Shirts			
Men's Long Sleeve, Dress Style			
Men's Long Sleeve, Polo Style			
Men's Short Sleeve, Polo Style			
Women's Long Sleeve, Dress Style			
Women's Long Sleeve, Polo Style			
Women's Short Sleeve, Polo Style			
Pants			
Men's Long, Middleweight, Dress Style			
Men's Long Cargo			
Men's, Middleweight, Dress Style Shorts			
Men's Short Cargo			
Women's Long, Middleweight, Dress Style			
Women's, Middleweight, Dress Style Shorts			
Sweater			
Men's Long Sleeve, Cardigan			
Men's Sleeveless Vest			
Women's Long Sleeve, Cardigan			
Women's Sleeveless Vest			
Jackets			
Men's Light Weight			
Women's Light Weight			
Vests			
Men's			
Women's			



NOTICE OF INTENT TO BID ON: Transit Operator Uniforms

Firm: _____ **WILL** ___ **WILL NOT** ___
submit a bid to furnish the above-referenced product.

This request for information is being sent to you and to other product providers to assist us in determining who will be submitting a bid.

Whether or not you choose to submit a bid at this time, please return this form if you wish to be retained on our list of bidders.

___ We are not submitting a bid, but please keep us on your list of bidders.

___ You may remove us from your bidders list (NOTE: Firms who do not return this form will be automatically removed from our bidder list).

Contact Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Email address: _____

Please return this form immediately upon receipt (by mail or email) to:

Rod Carpenter, Deputy Director
Biddeford-Saco-Old Orchard Beach Transit
13 Pomerleau St.
Biddeford, ME 04005
rcarpenter@bsoobtransit.org



CIVIL RIGHTS REQUIREMENTS

The following requirements apply to the underlying contract:

1. **Nondiscrimination** – In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.
2. **Equal Employment Opportunity** – The following equal employment opportunity requirements apply to the underlying contract:
 - a. **Race, Color, Creed, National Origin, Sex** – In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor,” 41 C.F.R. Parts 60 *et seq.*, (which implement Executive Order No. 11246, “Equal Employment Opportunity,” as amended by Executive Order No. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.
 - b. **Age** – In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. §§ 623 and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.
 - c. **Disabilities** – In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, “Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act,” 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.