



Winston-Salem

INVITATION FOR BIDS

WORK UNIFORMS

BIDS WILL BE OPENED

10:00 a.m., June 23, 2025

City/County Purchasing Department
City Hall Suite 324
101 North Main Street
Winston-Salem, NC 27101

ADVERTISEMENT FOR BIDS

WORK UNIFORMS

Pursuant to Section 143-129 of the General Statutes of North Carolina, sealed proposals endorsed **Work Uniforms** to be furnished to the City of Winston-Salem will be received by the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, NC until **10:00 a.m., June 23, 2025**, at which time they will be publicly opened and read.

Instructions for submitting bids and complete specifications may be obtained during regular office hours, Monday – Friday, 8:00 a.m. to 5:00 p.m. at the same location, or by contacting TaWanna Gates via email tawannag@cityofws.org or phone 336-747-6938. The City reserves the right to reject any or all proposals.

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Notice to Bidders

It is the policy of the City of Winston-Salem that an employee, officer, or agent of the City may not participate in any manner in the bidding, awarding, or administering of contracts in which they, or a member of their immediate family, their business partner, or any organization in which they serve as an officer, director, trustee, or employee, have a financial interest.

The successful bidder must comply with all provisions of the Americans with Disabilities Act (ADA) and all rules and regulations promulgated thereunder. By submitting a bid, the successful bidder agrees to indemnify the City from and against all claims, suits, damages, costs, losses, and expenses in any manner arising out of, or connected with, the failure of the Company, its subcontractors, agents, successors, assigns, officers, or employees to comply with the provisions of the ADA or the rules and regulations promulgated thereunder.

All bids must be firm and not subject to increase, unless specified within the provisions of this Invitation for Bid (IFB) and mutually agreed upon by the City and the Bidder.

No special inducements will be considered that are not a part of the original bidding document.

City Rights and Options

The City, at its sole discretion, reserves the following rights:

- To supplement, amend, substitute or otherwise modify this IFB at any time
- To cancel this IFB with or without the substitution of another IFB
- To take any action affecting this IFB, this IFB process, or the items subject to this IFB that would be in the best interests of the City
- To issue additional requests for information

Public Records

Any material submitted in response to this IFB will become a “public record” once the bidder’s document(s) is opened and the bidder is determined to be a participant in the solicitation process and shall be subject to public disclosure consistent with Chapter 132, North Carolina Statutes. Bidders must claim any applicable exemptions to disclosure provided by law in their response to this IFB. Bidders must identify materials to be protected and must state the reasons why such exclusion from public disclosure is necessary and legal. The City reserves the right to make all final determination(s) of the applicability of North Carolina General Statutes § 132-1.2, Confidential Information.

Familiarity with Laws and Ordinances

The submission of a bid on the items requested herein shall be considered as a representation that the bidder is familiar with all federal, state, and local laws, ordinances, rules and regulations which affect those engaged or employed in the provision of such services, or equipment used in the provision of such services, or which in any way affects the conduct of the provision of such services; and no plea of misunderstanding will be considered on account of ignorance thereof. If the bidder discovers any provisions in the IFB documents that are contrary to or inconsistent with any law, ordinance, or regulation, it shall be reported to the City in writing without delay.

The bidder agrees that in carrying out this contract, compliance will be maintained with all applicable federal, state, and local laws, specifically including, without limitations, the Occupational Safety and Health Act of 1970 and Section 1324A, the Immigration Reform and Control Act.

The bidder certifies that the bid is made in good faith and without collusion with any person bidding on this contract or with any officer or employee of the City of Winston-Salem.

The undersigned further agrees, in connection with the performance of this contract, not to discriminate against any employee or applicant for employment because of race, religion, color, gender, age, handicap, political affiliation or national origin.

Ethics Policy / Code of Conduct

The City of Winston-Salem has established guidelines for ethical standards of conduct for City representatives and to provide guidance in determining what conduct is appropriate in particular cases. City representatives should maintain high standards of personal integrity, truthfulness, honesty, and fairness in carrying out public duties; avoid any improprieties in their roles as public servants including the appearance of impropriety; and never use their position or power for improper personal gain. In establishing an ethics policy, the City of Winston-Salem desires to protect the public against decisions that are affected by undue influence, conflicts of interest, or any other violation of these policies as well as promote and strengthen the confidence of the public in their governing body. For a complete review of the City policy click the following link.

<http://www.cityofws.org/Home/Departments/Purchasing/Articles/Bids>

Equal Employment Opportunity / ADA

The contractor shall not discriminate against any employee or applicant for employment because of race, creed, color, religion, national origin, political affiliation, gender, age or disability. The contractor shall comply with all applicable laws and regulations regarding the American with Disabilities Act (www.ADA.gov) as amended from time to time and all rules and regulations promulgated thereunder and other laws and regulations pertaining to equal employment. The Contractor hereby agrees to indemnify the owner from and against all claims, suits, damages, costs, losses and expenses in any manner arising out of or connected with the failure of the contractor, its subcontractors, agents, successors, assigns, officers or employees to comply with the provisions of the ADA or rules and regulations promulgated thereunder. The contractor agrees to act affirmatively in its employment and promotion practices, and in the general treatment of its employees.

Stimulation of the Local Economy

In an effort to stimulate the local economy, foster development and promote efficiency in the provision of city services and the completion of various city projects, the City of Winston-Salem has undertaken an initiative to strongly encourage all parties contracting with the City of Winston-Salem to evaluate their internal operations and hiring practices and, where appropriate, to initiate efforts to stimulate the local economy by hiring applicants and contractors from the Winston-Salem/Forsyth County Area and by utilizing minority and women contractors and service providers. Such efforts to stimulate the local economy may be accomplished by posting job vacancies with the North Carolina Employment Security Commission, the Piedmont Triad Regional Council of Governments, and the Winston-Salem Urban League; and utilizing the State of North Carolina Office for Historically Underutilized Business database (<https://www.ips.state.nc.us/IPS/vendor/SearchVendor.aspx?hobtain>) or other local resources such as the City of Winston-Salem M/WBE Program to identify Winston-Salem/Forsyth County based contractors and subcontractors. Stimulation of the local economy requires a collaborative effort of both the public and private sector. The City is committed to taking reasonable steps to achieve said goal.

Iran Divestment Act

Contractor hereby certifies that it is not on the North Carolina State Treasurer's list of persons engaging in business activities in Iran, prepared pursuant to NCGS § G.S. 147-86.58, nor will contractor utilize on this agreement any subcontractor on such list. This list, along with additional information about the Iran Divestment Act, is available on the Treasurer's Office site:

<https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx>.

Divestment from Companies that Boycott Israel

Contractor hereby certifies that it is not on the North Carolina State Treasurer's list of companies engaged in a boycott of Israel in violation of NCGS 147-86.80 et. seq. and that it will not utilize on this agreement any subcontractor on said list."

SPECIAL TERMS AND CONDITIONS

DETAILED SPECIFICATIONS:

Detailed specifications for the uniforms are included with the bid request. Bids to be submitted in accordance with the specifications and these special terms and conditions, both of which require doing all that is necessary, proper, or incidental to the furnishing of the uniforms identified herein. All things not expressly stated in the specifications or special terms and conditions but involved in carrying them out must be included in bidder's proposal as though they were specifically stated.

NOTICE TO BIDDERS:

All bids are subject to the provisions of the instructions to bidders, special terms and conditions specific to this invitation for bids, the specifications, and general contract terms and conditions. The City of Winston-Salem objects to and will not evaluate or consider any additional terms and conditions submitted with a bidder response. This applies to any response appearing in or attached to the document as part of the bidder's response. **DO NOT ATTACH ANY ADDITIONAL TERMS AND CONDITIONS.** By execution and delivery of a proposal, the bidder agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect. It shall be the bidder's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified herein.

The bidder is cautioned that the requirements of this bid can be altered only by written addendum and that verbal communications from whatever source are of no effect.

EXCEPTIONS TO SPECIFICATIONS:

In the event that clarifications or changes to bid specifications are necessary, changes will be made by written addendum. In all cases uniforms must be furnished as requested, and where brand names are used, consider the term "or equal" to follow. Such references are not intended to be restrictive and comparable products of other manufacturers will be considered. However, **written approval for any proposed substitution or change in specifications must be obtained by bidder prior to the close of bids.**

Any request for an approved equal, change in specification or protest of specifications must be fully supported with technical data, test results, or other pertinent information and evidence that the substitute offered is equal to, or better than, the specification requirement. The bidder shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.

Bidder's failure to request exceptions to specifications or approved equals as stated above will be interpreted as the bidders' intent to comply fully with the requirements as written. Conditional or qualified bids shall be subject to rejection in whole or in part.

The City of Winston-Salem reserves the right to postpone bid openings for its own convenience.

GENERAL REQUIREMENTS:

The uniforms furnished shall be new and unused and the manufacturer's latest listed and published stock model, or models which meet all the applicable requirements of these specifications.

BIDDERS SUBMITTALS:

Bidder must furnish all information requested herein including descriptive literature (when requested) and/or complete specifications covering the items offered. Reference to literature submitted with a previous bid will not satisfy this provision. Bids which do not comply with these requirements will be subject to rejection. All documents submitted should bear the name of the bidder.

EXPENSES INCURRED IN PREPARING BID:

The City of Winston-Salem accepts no responsibility for any expense incurred by the bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the bidder.

CONTRACT/AWARD:

Pursuant to the laws governing public contracts in North Carolina, the successful bidder's/vendor's response to this invitation for bid and proposals and any addenda thereto, plus the City's issuance of a City of Winston-Salem purchase order for the proposed goods and/or services shall constitute a binding contract.

PURCHASE OF ADDITIONAL ITEMS:

Subject to the successful bidder's acceptance, the City reserves the option to purchase additional items as specified herein at the price bid and awarded in this invitation for bid and proposal within one (1) year or as stated in the specifications from bid opening date. This bid may also be utilized by other entities per N.C.G.S. to piggyback at the sole discretion of the vendor.

INDEMNIFICATION:

The bidder/vendor covenants to save, defend, keep harmless, and indemnify the City of Winston-Salem and all of its officers, departments, agencies, agents, and employees from and against all claims, loss, damage, injury, fines, penalties and cost - including court costs and attorney's fees, charges, liability, and exposure, however, caused resulting from, arising out of, or in any way connected with the bidder's/vendor's negligent performance or nonperformance of the terms of the contract.

VENDOR SUPPORT/SERVICE AND PARTS (where it applies):

The vendor and/or manufacturer bidding on these specifications must have the ability to provide repair parts and technical service in the form of a service representative, including the maximum time from receipt of notice to arrival of parts or the service representative. The manufacturer, whether they are the vendor or not must be satisfactory to the City of Winston-Salem from the standpoint of experience, reliability, and demonstrated ability to manufacture equipment comparable as to size and type as that required by the specifications and shall have manufactured and/or sold equipment of the size and type specified which has operated satisfactorily in the field for a minimum of one year. The City of Winston-Salem reserves the right to reject bids from vendors that have failed to perform satisfactory under previous contracts with the City of Winston-Salem and/or vendors that cannot produce satisfactory evidence that they can furnish promptly all spare parts needed for ordinary service and repair of the equipment herein specified.

INSPECTION, TRAINING, PERFORMANCE TEST AND ACCEPTANCE:

- a. Upon delivery the items will be subject to inspection to verify conformance with specifications by the staff of the City of Winston-Salem
- b. Any defects of items to perform or comply with any requirements of the City specifications must be immediately remedied by the vendor at the vendor's own expense prior to acceptance by the City.

WARRANTY (where it applies): Bidder to include the warranty provisions as outlined in bid specifications.

TAX EXEMPTIONS: The City of Winston-Salem is exempt from Federal Excise Tax but not from State and Local Sales Tax. Sales tax should not be included in bid prices but may be added as separate items.

EVALUATION AND SELECTION OF BIDS: The evaluation of vendor bids shall center on the match between the stated specifications and other requirements included in the final bid request and the vendor's proposal including selection of the lowest responsible bidder, with consideration of past performance, service record, and reliability. The statutory provisions controlling purchasing by local governments in N. C. (GS 143) includes selection standards for use in making of awards. The provision reads, "All contracts shall be awarded to the lowest responsible, responsive bidder, taking into consideration quality, performance, and the time specified in the bids for the performance of the contract". The City of Winston-Salem reserves the right to accept or reject any or all bids and proposals and further specifically reserves the right to make the award or awards in the best interest of the City of Winston-Salem.

All bids shall be made firm for no less than sixty (60) days.

Nondiscrimination Ordinance

As a condition of entering into this contract, the Contractor represents and warrants that it will fully comply with the City's Non-Discrimination Policy, as set forth in Chapter 2, Section 2-8 Entitled "Policy of Nondiscrimination" of the Winston-Salem City Code. As part of such compliance, the Contractor shall not discriminate on the basis of race, ethnicity, color, creed, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, veteran status, disability, age, marital status, familial status, protected hairstyle, political affiliation or national origin in the screening of applicants, the hiring and treatment of its employees, the provision of the goods and/or services set forth herein, or the solicitation, selection, hiring, or treatment of its subcontractors, vendors or suppliers, (hereinafter collectively "subcontractors"), if any, in connection with this contract or the contract solicitation process if applicable, nor shall the Contractor retaliate against any person or entity for reporting instances of such discrimination. The Contractor shall enact employment policies consistent with this obligation to refrain from such discrimination and shall provide evidence of such to the City within 90 calendar days of the first receipt of City funds. The Contractor shall provide equal opportunity for subcontractors to participate in all of its subcontracting and supply opportunities, if any, under this contract, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that has occurred or is occurring in the marketplace. The Contractor understands and agrees that a violation of this clause shall be considered a material breach of this contract and may result in termination of this contract, disqualification of the Contractor from participating in future City contracts pursuant to Winston-Salem City Code Section 2-3 or other sanctions. Furthermore, as a condition of entering into this contract, the Contractor agrees to: (a) promptly provide to the City in a format specified by the City all information and documentation that may be requested by the City from time to time regarding the screening of applicants, the hiring and treatment of its employees particularly if City funds were used in connection with hiring and compensation process, and the solicitation, selection, treatment and payment of subcontractors, if any, in connection with this Agreement; and (b) if requested, provide to the City within sixty days after the request a truthful and complete list of the names of all subcontractors that the Grantee has used under this contract, including the total dollar amount paid by the Contractor on each subcontract or supply contract. The Contractor further agrees to fully cooperate in any investigation conducted by the City pursuant to the City's Nondiscrimination Policy, to provide any documents, relevant to such investigation, that are requested by the City. The Contractor agrees to provide to the City from time to time on the City's request, payment affidavits detailing the amounts paid by the Contractor to subcontractors and suppliers in connection with this contract within a certain period of time. Such affidavits shall be in the format specified by the City from time to time. Nothing in this contract shall negate or diminish the requirements of the City's MWBE program. Nothing in this contract shall infringe upon any rights afforded to the Contractor by state or federal law.

Public Health & Safety

To protect public health, including the health of city employees, and to slow the rate of transmission of COVID-19, all vendors, contractors and service providers, including their employees, officers, agents and subcontractors, conducting business with the City of Winston-Salem (collectively hereinafter "City Contractors") must align their operations, employment and safety practices with the guidance and recommendations of the CDC and OSHA relating to COVID-19 and the executive orders issued by Governor Roy Cooper, until further notice. All City Contractors must implement, adhere to, and enforce measures that require, amongst other things, frequent hand washing, the use of hand sanitizer, social distancing and the wearing of contractor-provided PPE including, but not limited to, face masks and gloves, recommended by the CDC, OSHA, the State of North Carolina or the City of Winston-Salem, by all of their employees and subcontractors accessing city owned or leased property. Until further notice, all City Contractors must refrain from accessing city owned or leased property without the aforementioned PPE and must refrain from accessing city owned or leased property if exhibiting any symptoms associated with COVID-19. Failure to adhere to the requirements set forth herein may result in the removal of a City Contractor from city owned or leased property and the City's exercise of the appropriate contract suspension or termination provisions.

Proposal Form Work Uniforms

Submit proposals to the following location:

US Postal Service address:

City/County Purchasing Department
Post Office Box 2511
Winston-Salem, North Carolina 27102

or

Hand-delivery or FedEx address:

City/County Purchasing Department
101 N. Main Street, 324 City Hall
Winston-Salem, North Carolina 27101

The undersigned bidder hereby declares that they have carefully examined the specifications contained herein and will provide all materials, supervision, and insurance applicable to perform the request in accordance with the specifications and the requirements under the following sum to wit:

The quantities listed on the attached Excel sheet are not approximate; the city reserves the right to order more or less than what is specified. Please bid accordingly. Please do not substitute brand name and number specified.

Grand Total \$ _____

Delivery can be made within _____ days after receipt of order.

DELIVERY MUST BE MADE WITHIN 60-90 DAYS AFTER THE ORDER HAS BEEN PLACED. FAILURE TO MEET THIS REQUIREMENT COULD RESULT IN A VENDOR BEING DISQUALIFIED.

AWARD OF CONTRACT

Contract will be awarded to one vendor.

Contract period: July/August 2025, through July 31, 2026

Sizes ordered that are larger than stated above will be charged _____ in addition to the amount quoted for that type of clothing.

Additional cost per shirt to be embroidered with name over right pocket _____

Additional cost per shirt to be embroidered with the department name logo over the left pocket

Cost for direct embroidery on a patch \$ _____

Colors and patch requirements will be specified on each order.

When the items are delivered, a representative must be present at the location to answer questions and to provide information in reference to the order.

A contact name and number must be provided to handle any concerns with the orders.

NOTE: After an order has been placed by a department, the expected lead time is 60-90 days.

None standard sizes, or special orders are expected to be delivered within 6 to 8 weeks.

SPECIFICATIONS

VEGETATION

Shirts, jackets, and coveralls embroidered with City of Winston Salem Vegetation Management logo on left chest and individual name embroidered on right chest. Sweatshirts and t-shirts are screened left chest over pocket with City of Winston Salem Vegetation logo in one color.

The specifications listed for the Vegetation Department in reference to embroidery applies to other departments as well. The departments also have the option of having the department name screen printed on the shirt with no name listed. The department will determine if they want their uniforms embroidered or screen printed, and what they want on the shirt.

FLEET SERVICES

T-Shirts with pocket screen printed with FLEET SERVICES.

Embroider individual name on right chest (Light Grey Thread)

Embroider "FLEET SERVICES" on left chest (Light Grey Thread)

UNIFORM SPECIFICATIONS-SANITATION DEPARTMENT CITY OF WINSTON-SALEM

Coveralls w/patches: long sleeve with patch on left side above chest pocket, permanent press with soil release finish, 65/% Dacron polyester 35% combed cotton-rugged---7 % oz. square per yard. One-inch-high visibility orange reflective striping sewn beside front button holes, approximately 12 inches in length, back of coveralls to have one---one inch reflective striping sewn in--pattern approximately 12 inches in length, beginning at the right sleeve to left sleeve of coverall. The strip being placed 3 inches down from shoulder seam. OJ long sleeve coveralls, put (1) inch reflective strip around cuff between button and buttonhole. Please quote Red Kap or Dickies CT -10 Color: Navy and Brown as specified quantities on requisition.

Pants: (pair) work pant---uniforms---full cut 8.25 oz. per square yard. 65% polyester 35% combed cotton. With one-inch reflective striping sewn around the bottom of each pant cuff, sewn one inch above pant cuff, and one-inch reflective striping, seven inches in length sewn below belt loops and above back pockets. Please quote Red Kap PT -10 or Dickies PT -10 only. Color Navy and Brown as specified quantities on requisition

T-shirts: uniform 100% cotton Beefy-T with left chest pocket. Sanitation logo is to be screened on right chest above chest pocket position. Please quote Hanes #5190. Colors: Orange, Navy and Tan as specified quantities on requisition.

Shirts: uniform with patches---Long sleeve, with patch on left side above chest pocket, permanent press with soil release finish, 65% Dacron polyester 35% combed cotton-poplin weave 5 ~ oz. per yard. One-inch-high visibility orange reflective striping sewn beside front button holes, approximately 12 inches in length, back of shirt to have one---one inch reflective striping sewn in ---pattern' approximately 12 inches in length, beginning at the right sleeve to left sleeve of shirt. The strip being placed 3 inches down from shoulder. On long sleeve shirts put one---one-inch reflective strip around cuff between button and button hole. Please quote Red Kap or Dickies SP14/SP24 only. Color: Light blue and tan as specified quantities on requisition.

Jackets: uniform (Ike Style) with zip-in and zip-out lining, (2711 length). With patch sewn on left side above chest pocket. With one-inch reflective striping sewn on front and back as per detailed specifications for shirts. Please quote Red Kan #JT -30 or Dickies JR-30 only. Colors: Brown and Navy.

Rainsuits: 7000AJ Neese HI-VIZ RainGear (class 2) jacket with tuck away hood. High visibility reflective scotchlite tape on jacket. Lightweight 100% waterproof. Color: Limegreen. Size thru 6X-Large.

7000ET Neese HI-VIZ RainGear (Class 2) elastic waist pants with high visibility reflective scotchlite tape on pants. Lightweight 100% waterproof.

Color: Lime green. Size thru 6X-Large.

IMPORTANT:

The City will not accept any clothing that is a different style number or brand name than what is specified. ---NO EXCEPTIONS. If a style number has changed, please list the replacement style number. If an item has been discontinued, please note on the bid document.

TERMS AND CONDITIONS:

Vendor is responsible for measuring to insure proper fit. Colors and patch requirements will be specified on each order. When measuring city personnel to ensure proper fitting, the vendor is to have a sample of each item referred to in this bid. Several samples of items and sizes are preferred.

ALTERATIONS:

Pant hems and waist adjustments are to be included in the unit cost. No additional charges may be made. Vendor will **NOT** be paid for any other alterations.

Vendors will measure each individual and deliver uniforms bundled for individuals. **No exceptions.**

Patches and reflective striping are to be sewn on by the vendor at no additional charge.

Any charges listed on invoices that are not shown on the vendor's original bid, the city will not be responsible for. All charges are to be listed on the bid to be considered in the award of the contract.

Patches and reflective striping are to be sewn on by the vendor at no additional charge.

Work Uniforms

PROPOSAL AUTHORIZATION AND SIGNATURE

The signature page must be completed and submitted with the proposal: Proposals are to be signed by an officer of the company authorized to bind the submitter to its provisions. Failure to manually sign the appropriate proposal form will disqualify the proposer and the proposal will not be considered.

Firm Name

Authorized Signature

Date

Street Address (P.O. Box)

Federal Identification No.

City, State and Zip Code

Telephone Number

Email Address

On this ____ day of _____, 20____ before me _____

(name)
to me personally known, being duly sworn, did execute the foregoing proposal, and did so state that

he/she was properly authorized by _____

(Company name)
to execute the proposal and did so on his/her free act and deed.

SEAL

Notary Public_____ My commission expires _____

The following information is requested for statistical purposes only. Provisions or omission of this information will NOT affect the award of this contract.

Bidder certifies that:

- A) ☐ Yes, we are a woman-owned business
☐ No, we are not a woman-owned business
-

- B) ☐ Yes, we are a minority-owned business
☐ No, we are not a minority-owned business
- If yes, please identify in appropriate box below:
- ☐ Black
☐ Hispanic
☐ Native American Indian
☐ Asian American, including Indian Subcontinent/Pacific Islands
☐ Socially and Economically Disadvantaged
☐ Disabled



Winston-Salem

NO BID / PROPOSAL INFORMATION FORM

Bid No. _____

Bid Description: _____

If your firm elects not to submit a proposal, please complete and email this form to:

Name: _____

Title: _____

Email: _____

Please check all that apply:

Cannot provide the product(s) or services required

Cannot be competitive

Cannot meet specifications described in attached bid

Cannot provide insurance required

Cannot provide bonding required

Cannot comply with indemnification requirements

Job too large

Job too small

Do not wish to do business with the City of Winston-Salem

Company's current workload does not allow for additional work

Other Reason:

Company Name: _____

Agent Name: _____

Office Phone: _____

Email: _____