



WILLIAMSON COUNTY
PURCHASING DEPARTMENT
301 SE INNER LOOP - SUITE 106
GEORGETOWN, TEXAS 78626

<http://www.wilco-online.org/ebids/>

INVITATION FOR BIDS

UNIFORMS FOR WILLIAMSON COUNTY JUVENILE SERVICES

ANNUAL CONTRACT

BID NUMBER: 12WCA054

BIDS MUST BE RECEIVED ON OR BEFORE: August 2, 2011 – 1:30 PM

BIDS WILL BE PUBLICLY OPENED: August 2, 2011 – 2:00 PM

BID SUBMISSION

DEADLINE: Bids must be received in the Williamson County Purchasing Department on or before **1:30 PM on Tuesday, August 2, 2011**. Bids will be publicly opened at 2:00 pm or soon thereafter in the Williamson County Purchasing Department; Williamson County Inner Loop Annex, 301 SE Inner Loop – Suite 106, Georgetown, Texas.

METHODS: Sealed bids may be hand-delivered or mailed to the Williamson County Purchasing Department, Attn: Kerstin Hancock, Williamson County Inner Loop Annex, 301 SE Inner Loop – Suite 106, Georgetown, Texas 78626.

FAX/EMAIL: Facsimile and electronic mail transmittals are acceptable. For instructions regarding electronic submissions, please visit:
<http://www.wilco.org/vendorinfo>
Failure to follow these instructions may cause your bid to be rejected.

BID REQUIREMENTS

SUBMITTAL: TRIPLICATE: Bids are to be submitted in triplicate (1 original complete bid set and 1 copy of the bid set AND 1 CD including all required documents). The bid sets should be marked "original" or "copy". A "bid set" consists of the COMPLETED AND SIGNED Bid Form and any other required documentation. All copies should have the same attachments as the original.

SEALED: All bids must be returned in a sealed envelope with the bid name, number, opening date and time clearly marked on the outside. **If an overnight delivery service is used**, the bid name, number, opening date and time should be clearly marked on the outside of the delivery service envelope.

REFERENCES: Williamson County may require bidder to supply a list of at least three (3) references where like services have been supplied by their firm if vendor has not done business with the County within the past five (5) years. Include name of firm, address, phone number and name of representative

LEGIBILITY: Bids must be legible and of a quality that can be reproduced.

FORMS: All bids will be submitted on the forms provided in this bid document. Changes to bid forms made by bidders may disqualify the bid. Bids cannot be altered or amended after submission deadline.

LATE BID: Bids received after submission deadline will not be opened and will be considered void and unacceptable. Williamson County is not responsible for lateness of mail, courier service, etc.

RESPONSIBILITY: It is expected that a prospective bidder will be able to affirmatively demonstrate bidder's responsibility. A prospective bidder should be able to meet the following requirements:

- a) have adequate financial resources, or the ability to obtain such resources as required;
- b) be able to comply with the required or proposed delivery schedule;
- c) have a satisfactory record of performance;
- d) be otherwise qualified and eligible to receive an award.

Williamson County may request representation and other information sufficient to determine bidder's ability to meet these minimum standards listed above.

AWARD

THIRTY DAYS: Awards should be made approximately thirty (30) days after the bid opening date. Results may be obtained by contacting the Purchasing Contact.

REJECTION OR ACCEPTANCE: No more than one bid will be awarded for any item, single department or area. Bids may be rejected for some items, departments or areas, even though awards are made for others. The convenience of having a single source for similar items will be taken into consideration together with price in determining the lowest and best bid.

It is understood that the Commissioners Court of Williamson County, Texas, reserves the right to accept or reject any and/or all bids for any or all materials and/or services covered in this bid request, and to waive informalities or defects in the bid or to accept such bid it shall deem to be in the best interest of Williamson County. In determining the overall best bid, the County may exercise the following option granted to local government's under the Texas Local Government Code.

TLGC § 271.907. This option allows the County to evaluate bids and give preference to goods and/or services of a vendor that demonstrates that the vendor meets or exceeds any and all state or federal environmental standards, including voluntary standards, relating to air quality. If the bid being submitted will have an effect on air quality for Williamson County (as it relates to any state, federal, or voluntary air quality standard), then the bidder should provide information in narrative form indicating the anticipated air quality impact. Bidders are expected to meet all mandated state and federal air quality standards.

CONTRACT: This Bid, when properly accepted by Williamson County, shall constitute a contract equally binding between the successful bidder and Williamson County.

The successful bidder may be required to sign an additional agreement containing terms necessary to ensure compliance with the bid.

CONTRACT ADMINISTRATION: Under this contract, Robyn Murray, Business Manager, Williamson County Juvenile Services, shall be the contract administrator with designated responsibility to ensure compliance with contract requirements, such as but not limited to, acceptance, inspection and delivery. The contract administrator will serve as liaison between Williamson County Commissioner's Court and the successful bidder.

CONTRACT PERIOD(S): The Initial Contract Period is October 1, 2011 through September 30, 2012. Possible extensions include:

October 1, 2012 through September 30, 2013
October 1, 2013 through September 30, 2014

CONTRACT EXTENSIONS: At the end of the current fiscal year, the Commissioners Court reserves the right to extend this contract, by mutual agreement of both parties, as it deems to be in the best interest of the county. This extension will be in twelve (12) month increments for up to an additional twenty-four (24) months, with the terms and conditions remaining the same; and with a price escalation at renewal time each year of no more than the consumer price index, All urban consumers (CPI-U), US City Average, all items, as published by the United States Department of Labor, Bureau of Labor Statistics. The yearly increase in the CPI shall be the latest index published and available one-hundred-and eighty (180) days prior to the end of the contract year. The total period of this contract, including all extensions will not exceed a maximum combined period of thirty-six (36) months. The extension of this contract is contingent on the appropriation of necessary funds by Commissioner's Court for the fiscal year in question. Upon the failure of Commissioner's Court to so appropriate in any year, the Vendor may elect to terminate this agreement, with no additional liability to the County. The County and the Vendor agree that termination shall be the Vendor's sole remedy under this circumstance.

BID CONTACTS

Any questions, clarifications or requests for general information should be directed to the contacts listed below. Question submittals must be made via email, and are **due by 5:00 PM on Tuesday, July 26, 2011**. Every effort will be made to answer questions as soon as possible with an email response.

All submitted questions with their answers will be posted to the Williamson County portal,
<http://wilco-online.org/ebids/bids.aspx>
If you do not have access to email or internet please call the Purchasing contact below.

PURCHASING CONTACT:

Kerstin Hancock
301 SE Inner Loop – Suite 106
Georgetown, TX 78626
(512) 943-1546
wmsncntybids@wilco.org

TECHNICAL CONTACT:

Linda Straley
1821 S. E. Inner Loop
Georgetown, TX 78626
(512) 943-3276
lstraley@wilco.org

MISCELLANEOUS

FOB DESTINATION: All of the items listed are to be Free On Board to final destination (FOB Destination) with all transportation charges if applicable to be included in the price, unless otherwise specified in the Invitation for Bids. The title and risk of loss of the goods shall not pass to the County until receipt and acceptance takes place at the FOB point.

FIRM PRICING: All of the items listed are to be on a "per unit" basis, stating a firm price per unit or unit quantity of each item. This price must be good from the date of bid opening for a fixed period of time. Unless the Bid expressly states otherwise, this period shall be until the end of the current fiscal year on September 30, 2012. Bids which do not state a fixed price, or which are subject to change without notice, will not be considered. The Court may award a contract for the period implied or expressly stated in the lowest and best bid, but for no longer than the current fiscal year.

ESTIMATED QUANTITIES: The estimated quantity of each item listed in the notice is only an estimate -- the actual quantity to be purchased may be more or less. The County is not obligated to purchase any minimum amount, and the County may purchase any reasonable amount greater than the estimate for the same unit price. Any limit on quantities available must be stated expressly in the bid.

FUNDING: Funds for payment have been provided through the Williamson County budget approved by Commissioners Court for the October 1, 2011 thru September 30, 2012 fiscal year.

SALES TAX: Williamson County is by statute, exempt from the State Sales Tax and Federal Excise Tax.

STATEMENTS: No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, plans and/or specifications stated in the various Bid Packages and/or Bid Instructions/Requirements.

DELIVERY: The delivery time and location for the commodity and/or service covered by this bid shall be as stated in the various bid packages.

PURCHASE ORDER: If required by the Williamson County Purchasing Department a purchase order(s) may be generated to the successful bidder for products and/or services. If a purchase order is issued the purchase order number must appear on all itemized invoices and/or requests for payment.

PAYMENT: Payment shall be made by check from the County upon satisfactory completion and acceptance of items and submission of the Invoice to the ordering department for work specified by this Contract Document. All payments owed will be paid no later than thirty (30) days after the goods or services are received

OR the date that the invoice is received by the Auditor's Office whichever is later. As a minimum, invoices shall include:

- (1) Name, address, and telephone number of Vendor and similar information in the event the payment is to be made to a different address
- (2) County contract, Purchase Order, and/or delivery order number
- (3) Identification of items or service as outlined in the contract
- (4) Quantity or quantities, applicable unit prices, total prices, and total amount
- (5) Any additional payment information which may be called for by the contract

Payment inquiries should be directed to the Auditor's Office, Accounts Payable Department: Donna Baker, 943-1558 or Debbie Frazier, 943-1538.

CONFLICT OF INTEREST: No public official shall have interest in a contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

As of January 1, 2006 Vendor's are responsible for complying with Local Government Code Title 5, Subtitle C, Chapter 176. Additional information may be obtained from the County website at the following link:

<http://www.wilco.org/CountyDepartments/Purchasing/ConflictofInterestDisclosure/tabid/689/language/en-US/Default.aspx>

The Williamson County Conflict of Interest Statement is included as Attachment A of this IFB. This form should be completed, signed, and submitted with your bid.

ETHICS: The bidder shall not accept or offer gifts or anything of value nor enter into any business arrangement with any employee, official or agent of Williamson County.

DOCUMENTATION: Bidder shall provide with this bid response, all documentation required by this bid. Failure to provide this information may result in rejection of the bid.

TERMINATION FOR CAUSE: In the event of breach or default of this contract or any other additional agreement containing terms necessary to ensure compliance with the Bidder's bid, Williamson County reserves the right to enforce the performance of this contract or any additional agreement by any manner prescribed by law or deemed to be in the best interest of Williamson County. At Williamson County's sole discretion, the Bidder may be given reasonable time to cure its breach or default prior to Williamson County's termination under this provision. Williamson County's option to offer time to cure a default or breach shall, however, in no way be

construed as negating the basis for termination for non-performance.

SILENCE OF SPECIFICATIONS: The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

COMPLIANCE WITH LAWS: The successful bidder shall comply with all applicable federal, state and local laws and regulations pertaining to the practice of the

profession and the execution of duties under this bid including the TEXAS HAZARD COMMUNICATION ACT and THE WILLIAMSON COUNTY HAZARD COMMUNICATION PROGRAM POLICY.

WORKER'S COMPENSATION

This contract contemplates services that do not require worker's compensation insurance coverage. However, if it becomes necessary that the bidder provide services related to the project such as delivering equipment or materials, an amended contract will be executed which fully complies with the Texas Labor Code and the Texas Worker's Compensation Commission requirements.

BID SPECIFICATIONS

This specification establishes the minimum requirements for the purchase of Juvenile uniforms.

Uniforms will be purchased on an "As Needed" basis. Vendor must have in-stock availability of all sizes and types of garments listed in this Bid. All precautions will be taken to ensure that no seconds are delivered.

The vendor must submit with Bid a size range availability chart for each item bid.

The vendor must submit with Bid a written return/exchange policy. Policy should indicate no charge for restocking returned/exchanged garments.

Requested samples will be provided at no cost to the County within seventy-two (72) hours from the date of request. If requested samples are to be returned bidder must provide a return shipping label.

Drop Shipping is not allowed. Williamson County may not pay for items delivered via drop shipping.

WILLIAMSON COUNTY BID FORM
UNIFORMS FOR WILLIAMSON COUNTY JUVENILE SERVICES
ANNUAL CONTRACT
BID NUMBER: 12WCA054

NAME OF BIDDER: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Telephone: (_____) _____ Fax: (_____) _____

Bidder is to bid all items according to the specifications listed below. Bidder **must** use the unit of measure (UOM) provided in the specifications. If a substitute is offered write "see attached" in the price column of that item and provide item description, sizes available, brand name, stock #, UOM, and price on a separate sheet of paper.

State delivery time: _____ if additional space is needed write "see attached" in space provided and state delivery time(s) on a separate sheet of paper. Delivery time(s) must be provided.

Item #	Item Description	Sizes	Brand Bid	Stock #	UOM	Price
1	Knit Cap, Black, 100% Wool	All			Each	
2	Adjustable Fatigue Woodland Cap, 55% Cotton/45% Polyester, to meet standards of US Military, built to last through rugged use	All			Each	
3	Gloves, Black, Thinsulate, Water Proof	All			Pair	
4	Short Pants, Propper Brand or equal, Woodland Pattern, 9500 Casual short, Zip Fly, 6 Pocket, 100% Cotton	Small			Each	
5	Short Pants, Propper Brand or equal, Woodland Pattern, 9500 Casual short, Zip Fly, 6 Pocket, 100% Cotton	Medium			Each	
6	Short Pants, Propper Brand or equal, Woodland Pattern, 9500 Casual short, Zip Fly, 6 Pocket, 100% Cotton	Large			Each	
7	Short Pants, Propper Brand or equal, Woodland Pattern, 9500 Casual short, Zip Fly, 6 Pocket, 100% Cotton	X-Large			Each	

Item #	Item Description	Sizes	Brand Bid	Stock #	UOM	Price
8	Poncho, Rain Gear, Green with Hood and Drawstring, Snaps around edges	Large			Each	
9	Boots, Combat, Altima or Equal, Black, All Leather, Speedlace, Must have size embossed stamped on bottom, Whole sizes, Regular	5 to 14			Pair	
10	Boots, Combat, Altima or Equal, Black, All Leather, Leather,Speedlace, Must have size embossed stamped on bottom, Half sizes, Regular	5.5 to 13.5			Pair	
11	Trousers, Woodland Camouflage Pattern, Combat 6 Pocket, Button Fly, 60% Cotton, 40% Polyester Ripstop	Small Short			Each	
12	Trousers, Woodland Camouflage Pattern, Combat 6 Pocket, Button Fly, 60% Cotton, 40% Polyester Ripstop	Small Regular			Each	
13	Trousers, Woodland Camouflage Pattern, Combat 6 Pocket, Button Fly, 60% Cotton, 40% Polyester Ripstop	Small Long			Each	
14	Trousers, Woodland Camouflage Pattern, Combat 6 Pocket, Button Fly, 60% Cotton, 40% Polyester Ripstop	Medium Regular			Each	
15	Trousers, Woodland Camouflage Pattern, Combat 6 Pocket, Button Fly, 60% Cotton, 40% Polyester Ripstop	Medium Long			Each	
17	Trousers, Woodland Camouflage Pattern, Combat 6 Pocket, Button Fly, 60% Cotton, 40% Polyester Ripstop	Large Regular			Each	
18	Trousers, Woodland Camouflage Pattern, Combat 6 Pocket, Button Fly, 60% Cotton, 40% Polyester Ripstop	Large Long			Each	
19	Trousers, Woodland Camouflage Pattern, Combat 6 Pocket, Button Fly, 60% Cotton, 40% Polyester Ripstop	X-Large Regular			Each	
20	Trousers, Woodland Camouflage Pattern, Combat 6 Pocket, Button Fly, 60% Cotton, 40% Polyester Ripstop	XX-Large Regular			Each	

Item #	Item Description	Sizes	Brand Bid	Stock #	UOM	Price
21	Trousers, Woodland Camouflage Pattern, Combat 6 Pocket, Button Fly, 60% Cotton, 40% Polyester Ripstop	XXX-Large Regular			Each	
22	Coat, Woodland Camouflage Pattern, Combat 4 Pocket, Long 3 Button Sleeve, 60% Cotton, 40% Polyester Ripstop	Small Short			Each	
23	Coat, Woodland Camouflage Pattern, Combat 4 Pocket, Long 3 Button Sleeve, 60% Cotton, 40% Polyester Ripstop	Small Regular			Each	
24	Coat, Woodland Camouflage Pattern, Combat 4 Pocket, Long 3 Button Sleeve, 60% Cotton, 40% Polyester Ripstop	Small Long			Each	
25	Coat, Woodland Camouflage Pattern, Combat 4 Pocket, Long 3 Button Sleeve, 60% Cotton, 40% Polyester Ripstop	Medium Regular			Each	
26	Coat, Woodland Camouflage Pattern, Combat 4 Pocket, Long 3 Button Sleeve, 60% Cotton, 40% Polyester Ripstop	Medium Long			Each	
27	Coat, Woodland Camouflage Pattern, Combat 4 Pocket, Long 3 Button Sleeve, 60% Cotton, 40% Polyester Ripstop	Large Regular			Each	
28	Coat, Woodland Camouflage Pattern, Combat 4 Pocket, Long 3 Button Sleeve, 60% Cotton, 40% Polyester Ripstop	Large Long			Each	
29	Coat, Woodland Camouflage Pattern, Combat 4 Pocket, Long 3 Button Sleeve, 60% Cotton, 40% Polyester Ripstop	X-Large Regular			Each	
30	Coat, Woodland Camouflage Pattern, Combat 4 Pocket, Long 3 Button Sleeve, 60% Cotton, 40% Polyester Ripstop	XX-Large Regular			Each	
31	Coat, Woodland Camouflage Pattern, Combat 4 Pocket, Long 3 Button Sleeve, 60% Cotton, 40% Polyester Ripstop	XXX-Large Regular			Each	
32	Field Jacket, Woodland Camouflage Pattern, Combat 4 Pocket Snap, Velcro Tabbed Sleeve, Drawstring Waist,	Medium			Each	

Item #	Item Description	Sizes	Brand Bid	Stock #	UOM	Price
33	Field Jacket, Woodland Camouflage Pattern, Combat 4 Pocket Snap, Velcro Tabbed Sleeve, Drawstring Waist,	Large				
34	Field Jacket, Woodland Camouflage Pattern, Combat 4 Pocket Snap, Velcro Tabbed Sleeve, Drawstring Waist,	X Large				
35	Belt, Utility, OD Green (Pistol Belt)				Each	
36	Canteen, Water, Plastic, OD Green				Each	
37	Cover, Canteen, OD Green				Each	

CHECK ONE OF THE FOLLOWING:

☐ low item basis. (Will accept award on "any or all" items.)

☐ "all or none" basis. (Will accept award of "all" items only. If left blank, low item will apply.)

By signing this form:

- The bidder confirms that he/she has read the entire document and agrees to the terms herein.
- The bidder is acknowledging the Conflict of Interest Clause and agrees to follow necessary requirements

The undersigned, by his/her signature, represents that he/she is authorized to bind the bidder to fully comply with the terms and conditions of the attached Invitation for Bid, Specifications, and Special Provisions for the amount(s) shown on the accompanying bid sheet(s).

Signature of Person Authorized to Sign BID

Date of BID: _____

Printed Name and Title of Signer: _____

DO NOT SIGN OR SUBMIT WITHOUT READING ENTIRE DOCUMENT

THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED WITH BID

**RETURN PAGES BEGINNING WITH PAGE 6 THROUGH PAGE 10 WITH YOUR BID PACKAGE
AND ALL REQUIRED INFORMATION**

ATTACHMENT A



WILLIAMSON COUNTY CONFLICT OF INTEREST STATEMENT

I hereby acknowledge that I am aware of the Local Government Code of the State of Texas, Section 176.006 regarding conflicts of interest and will abide by all provisions as required by Texas law.

Printed name of person submitting form:

Name of Company:

Date:

Signature of person submitting form:

Notarized:

Sworn and subscribed before me
by: _____

on _____
(date)

Williamson County Inner Loop Annex

Address:

**301 SE Inner Loop
Georgetown, TX 78626**

Directions:

From South (Austin, Round Rock)

Take IH-35 Northbound

Exit 259

Stay on frontage road for approximately 2 miles

At stop sign, go right on Inner Loop

Just past Snead Drive, the Inner Loop Annex is on the left

Main entrance is on the side of the building by the flagpoles

From North (Georgetown, Jarrell)

Take IH-35 Southbound

Exit 259

At stop sign, go left under the overpass

At stop stay straight onto Inner Loop

Just past Snead Drive, the Inner Loop Annex is on the left

Main entrance is on the side of the building by the flagpoles

