



QUEENS PUBLIC LIBRARY

We speak your language.

BID # 0120-2

Date: January 23, 2020

**Invitation for Bid:
Uniforms for Queens Public Library**

Bids must be submitted by:
February 6, 2020 2:00 P.M., to:
Procurement Department
Queens Borough Public Library
89-11 Merrick Boulevard
Jamaica, New York 11432

Question Deadline
January 29, 2020

Instructions to Bidders

All questions and requests for additional information concerning this Bid should be directed to Cristina Polychronopoulos, Purchasing Coordinator, Xavier Cerda Assistant Director of Procurement Management and William Funk, Director of Procurement Management, the authorized Library contact persons at: [BIDcontact@queenslibrary.org](mailto: BIDcontact@queenslibrary.org)

Telephone #: 718-990-8684 or 718-990-0782 and 718-990-0783

E-Mail Address: [BIDcontact@queenslibrary.org](mailto: BIDcontact@queenslibrary.org)

Bid Due Date and Time and Location:

Date: February 6, 2020

Time: 2:00PM

Location 89-11 Merrick Blvd, Jamaica, NY 11432

Mandatory Pre-Bidders Meeting

Bidders are to email [bidcontact@queenslibrary.org](mailto: bidcontact@queenslibrary.org) to schedule a mandatory bid meeting. The purpose of the meeting is for bidders to look at the samples of the uniform items on the bid sheet. The sample items are incorporated into this specification and bid. If a bidder proposes an alternative to the samples as an equivalent, the sole determination of equality shall be made by the Library.

Question Deadline:

Date: January 29, 2020

E-Mail Address: [BIDcontact@queenslibrary.org](mailto: BIDcontact@queenslibrary.org)

Library's Procurement Opportunities Webpage: This bid is posted on the Library's Procurement Opportunities webpage. Unless instructed otherwise, all related documents are posted on this webpage. Bidders have the responsibility of frequenting the Library's Procurement Opportunities webpage for any updates to the bid including the posting of answers to questions received, bid revisions or addendums or any other updates. The direct link to the webpage is:

<https://queenslibrary.org/about-us/procurement-opportunities>

Bid Submissions: Bids must be sealed and labeled on the outside of the package to clearly indicate that they are in response to **0120-2 Uniforms**. Firm must submit an electronic submittal of your bid on a flash drive or similar device with your bid submission. Firm must submit an electronic submittal of your bid on a flash drive or similar device with your bid submission. All bids are to be delivered to:

Queens Borough Public Library
Procurement Department
89-11 Merrick Blvd
Jamaica, NY 11432

E-mailed or faxed bids will not be accepted by the Library.

Bids received at this Location after the Due Date and Time are late and shall not be accepted. Unless the Library issues a written addendum to this Invitation to Bid which extends the Due Date and Time for all bidders, the Due Date and Time prescribed above shall remain in effect.

Bid prices must be held for no less than six months from date of submission

TABLE OF CONTENTS

- I. Library Overview
- II. Specifications
- III. Bidder Qualifications
- IV. Contract Term
- V. Bid Process & Guidelines
- VI. Bid Submission Requirement Forms:
 - Form #1 – Statement of Understanding
 - Form #2 – References
 - Form #3 – Non-Collusive Bidding Certification
 - Form #4 – Vendor Responsibility Questionnaire
 - Form #5 – Acknowledgement of Addenda
 - Form #6 – Queens Borough Public Library Checklist
 - Bid Sheet- Uniforms – Excel Spreadsheet

Attachment 1- Library Standard Terms/ Insurance
Bid Sheet- Uniforms- Excel Spreadsheet (“bid spreadsheet”)
Specifications- Excel Spreadsheet (“specifications sheet”)

I. **LIBRARY OVERVIEW**

The Library is an independent not-for-profit corporation. It is one of the largest and most innovative libraries in the world and one of the three New York City library systems. The Library consists of a Central Library and other facilities located throughout the County of Queens in the State of New York. For a complete listing of current facilities please visit the Library's webpage: <https://www.queenslibrary.org/about-us/locations>.

The Library serves 2.3 million Queens residents, with an extensive collection of books, reference materials, periodicals, government documents, video and audiocassettes, records, compact discs, DVDs, and photographs and maps. The Library has a computerized integrated circulation and catalog system, state-of-the-art computer equipment in all community libraries, and the ability to provide information through free Internet access and facsimile machines to the public. The Library offers a wide variety of reading, writing, and literacy programs, and functions as an integral part of the Queens community.

II. **SPECIFICATIONS**

The Library has identified a need to engage the expertise of qualified vendors to provide uniforms for the Library.

The Library intends to award the initial order of uniforms to one bidder, however the Library reserves the right to award to multiple bidders for future purchases with the primary contract to the lowest responsible bidder ("Primary Successful Bidder"), the secondary contract to the next lowest responsible bidder ("Secondary Successful Bidder"), and so forth. The Library in its sole discretion shall determine the number of awarded firms. All awarded firms throughout this bid are the ("Successful Bidder".)

If the Library issues an award to multiple firms, the Library may purchase future uniform orders based on the lowest cost or best value, in the sole determination by the Library. The Library also reserves the right to issue orders directly to the Primary Successful Bidder or issue competition to all of the Successful Bidders.

Note: The Library does not guarantee the purchase of uniforms. Additionally, the Library reserves the right to issue bids or requests for quotations for specific requirements.

In addition to the above, Successful Bidders must adhere to all requirements of the bid, the contract and the provisions below.

1. For the initial award of uniforms as detailed in the bid spreadsheet, the awarded Successful Bidder shall be responsible for providing all uniform items and quantities as specified in the bid spreadsheets. The bid sheet is incorporated into this specification and bid. Bidders are to provide pricing for all yellow fields.

2. As required in the bid spreadsheet Bidders are to provide its maximum pricing for all items. Bidders to provide its maximum pricing for all yellow highlight items including quantities with (“0”). All sheets must be completed in full. Incomplete bid forms will not be accepted. Bidder’s Prices must include shipping, delivery, logo, text, stitching and any color to be determined by the Library.
3. As required in the bid spreadsheet, bidders are to provide pricing for packaging uniform items for each packaging all items per employee. Actual employee names are to be provided to the Primary Successful Bidder for the initial award and other bidders provided future awards.
4. The Successful Bidder(s) to deliver required uniforms within four weeks of a purchase order.
5. The Library does not guarantee any minimum quantities, Bidders are to provide its maximum pricing for all items.
6. The bid total shall assist the Library in making its determination for awards and the determination of the Primary Successful Bidder and the Library’s initial order of uniforms.
7. Pricing including pricing for items with quantities of “0” and pricing for packaging for each employee shall be used by the Library for future purchases. Pricing submitted in the bid sheets shall be fixed and firm for the first year of the contract.
8. Each year of the contract, the bid pricing to increase by three (“3”) percent for each year of the contract.
9. Bidders are to email bidcontact@queenslibrary.org to schedule a mandatory bid meeting. The purpose of the meeting is for bidders to look at the samples of the uniform items on the bid sheet. The sample items are incorporated into this specification and bid. If a bidder proposes an alternative to the samples as an equivalent, the sole determination of equality shall be made by the Library.
10. Available specifications for items can be found in the ‘Specifications’ excel document. Item numbers in the sheet are based on S&H catalog, <https://www.zoomcats.com/catalog/sandhuniformalinteractivesanmar2020>. If a bidder proposes an alternative to the samples as an equivalent, the sole determination of equality shall be made by the Library.
11. Bidders are to provide uniform products that conforms to the samples material, colors, logos, font stitching and other aspect of the uniforms as determined by the Library.
12. The initial order is for the Library’s Facility staff and Maintenance staff. The Library reserves the right to purchase uniform items under this bid for any of its departments and other related items to be determined.
13. The Successful Bidder must comply with The Library standard terms and conditions, (Attachment 1).

III. **BIDDER QUALIFICATIONS**

1. The Successful Bidder must have experience in providing similar uniforms specified in the bid and have been in business providing uniforms within the past (3) three years of this bid. In the bid submission please supply evidence that your firm meets this requirement.
2. Provide a brief description of your firm, its history and ownership structure, and its number of employees. Also include any significant developments, or organization, ownership or financial structure changes that have occurred in the last three (3) years, or that you anticipate in the future.
3. Provide the name, title, address, telephone and fax number, and e-mail address of the individual the Library should contact with respect to your bid. Make a statement regarding the availability of this individual as the primary contact to the Library throughout the term contemplated under this bid.
4. Provide a summary of your firm's experience and qualifications in meeting the standards of the Vendor Qualification requirements contained in the bid document and with executing the obligations listed in the Scope of Work. Include specific references to work for not-for-profit corporations, library systems or other like-entities. Also include information about work performed for NYC, NYS or other governmental entities. In describing the experience, name each client and the nature of the work performed, with specific reference to (a) the services provided; (b) the term of such services and (c) the estimated contract value.
5. Describe how you would staff the engagement and be able to respond to the Scope of Work.
6. Provide a minimum of three (3) recent clients as references that best represent your ability to perform the tasks described in this Bid (a "Reference Client"). Provide the Reference Client's name, contact person, title, address, and telephone number. Please provide details on the work performed for each Reference Client, including, the length of any contract, contract value and explanation of how the work performed is similar to the work required by the Library, as well as any other pertinent information relevant to representing your qualifications to perform the work.
7. Detail how the Library can assess the financial condition of your firm.
8. Identify the nature of any potential conflict of interest your firm or any proposed sub-consultants might have in providing the Scope of Work under this bid with the Library.
 - (a) Discuss fully any conflicts of interest, actual or potential, which might arise in connection with your firm's involvement with the Library. If your firm believes that a conflict of interest might arise, please describe how such conflict would be resolved.
 - (b) State whether your firm represents any party that is or may be adverse to the Library.

9. Discuss any past or present civil or criminal legal investigations, litigation or regulatory action involving your firm or any of its employees that could impact your role or ability to serve as a contractor to the Library. If none, include a statement that there are no past or present civil or criminal legal investigations, or pertinent litigation and or regulatory actions that could impact your firm's ability to serve in the required capacity.
10. The Successful Bidder must comply with The Library standard terms and conditions, (Attachment 1).

IV. **CONTRACT TERM**

It is anticipated that the term of this agreement shall be for a (3) three year period with (2) two one-year options to renew. The Library may terminate the contract at any time, in its sole discretion, upon written notice.

V. **BID PROCESS AND GUIDELINES**

1. The sealed envelope shall be clearly marked "**Sealed Bid Response – BID #0120-2, Uniforms**" and endorsed on its face with the name of the person, firm or corporation making such proposal, with date of mailing / presentation. Firm must submit an electronic submittal of your bid on a flash drive or similar device with your bid submission.
2. Using the provided bid sheet, Bidders are to provide all of the requested pricing in the yellow fields.
3. Following the Bid opening, the Library shall issue an award, if any, to a Bidder, adhering to the Library's award cycle and approval by the Library's Board of Trustees, as applicable.
4. The Library reserves the right to accept in its sole discretion this Bid by item, section or as a whole, or in its discretion, to reject all responses. Also reserved is the right to reject, for cause, any Bid responses in whole or in part, to waive technical defects, qualifications, irregularities and *omissions* if, in its judgment, the best interests of the Library will be served. The Library reserves the right to award a scope of work in whole or in part.
5. The Library reserves the right to award the contract to the lowest-priced and responsible low bidder deemed qualified by the Library, split the award between two or more Bidders or project locations, or make no award, as will best promote the public interest, taking into consideration the reliability of the Bidder, quality of the services, materials, equipment or supplies to be furnished, and their conformity with the requirements of the Bid. In addition the Library in its sole discretion reserves the right to award to multiple firms.

6. Following the issuance of an award, the Library shall issue a formal contract which shall not be binding unless and until the Library and a Bidder execute a contract.
7. Prior to a contract or at the discretion of the Library after a contract, the Successful Bidder shall provide the Library with an itemized and detailed quotation(s) setting forth the materials or services to be ordered. The quotation(s) shall reflect the same pricing as indicated in the Successful Bidder's bid. The Library and/ or the City of New York shall issue purchase orders and payments in accordance to the instructions of the quotations including, but not limited to, manufacturers holding NYS OGS or NYC government contracts. Expressly excluded are Federal GSA contracts which are not available for the Queens Public Library's use.
8. In the event a Bidder proposes to furnish substitutions for a service or product, as appropriate, this information shall be identified in writing, including full technical descriptions, catalog cuts and samples, as appropriate, with the Bid. The Library reserves the right to request a representative sample of the item(s) quoted, either prior to award, or before shipment is made. The sole determination of equality shall be made by the Library. If the sample or other technical description is not in accordance with the Bid, or is otherwise deemed not to be an equal to that specified, the Library may reject the proposal response, or, if award has been made, cancel the contract at the expense of the Bidder.
9. Bidders shall thoroughly examine and be familiar with all requirements of the Bid and drawings (if any). The failure or omission of any Bidder to fully examine the Bid / drawings and site conditions shall in no way relieve Bidder from any obligations with respect to performance of the contract and the contemplated work therein.
10. If a Bidder discovers any ambiguity, conflict, discrepancy, omission or other error in this Bid, they shall immediately notify the Library in writing to William Funk, Director of Procurement Management at Bidcontact@queenslibrary.org of such error and request clarification or modification to the document.
11. Should the Library find it necessary to modify this Bid, a notice of that modification will be made by way of an addendum that will be posted to the Bid website. Bidders have the responsibility of frequenting the Library's web page for any updates or addendums.
12. If a Bidder fails to notify the Library of a known error or an error that reasonably should have been known prior to the final filing date for submission, the Proposer shall assume the risk. If awarded the contract, the Bidder shall not be entitled to additional compensation or time by reason of the error or its late correction.
13. Payment will be made by the Library or by the City of New York, only upon completion of the required work or if the Library agrees to progress billing upon presentation of correctly itemized invoices within thirty (30) days of invoice approval.

Uniforms for Queens Public Library

14. The Library and or the City of New York's payment of any invoice shall not preclude the Library or the City of New York from making claim for adjustment on any item found not to have been in accordance with the general conditions and specific requirements of the contract.
15. In the case of service contracts, payments shall be net upon approval of the monthly invoice for service, unless otherwise stated.
16. The Successful Bidder must comply with The Library standard terms and conditions, (Attachment 1).

FORM # 1

STATEMENT OF UNDERSTANDING

By signing in the space provided below, the undersigned certifies that the respondent (i) has read and understands and accepts the scope and requirements of this project and all of the attachments; (ii) has the capacity to execute this project; (iii) agrees to accept payment in accordance with the requirements of this Bid and the standard construction services contract, and (iv) will, if its proposal is accepted, enter into a standard agreement with the Queens Borough Public Library.

I hereby certify that my firm will carry all types of insurance specified in the Bid.

The undersigned further stipulates that the information in this proposal is, to the best of knowledge and belief, true and accurate.

Name of Firm

By: _____
Signature of Partner or Corporate Officer

Date

Print Name

Title

Telephone / Fax #'s

EIN #

Address

e-mail address

FORM #2

REFERENCES

Bidder **MUST** furnish three (3) references for work/projects completed within the last three (3) years of the same general character as that specified herein. Please do not include the Queens Borough Public Library or any Queens Borough Public Library employee as a reference.

1. _____
Name of Firm Contact Email Telephone

2. _____
Name of Firm Contact Email Telephone

3. _____
Name of Firm Contact Email Telephone

Bidder to furnish name of bank or other financial institution to provide evidence of their financial responsibility:

1. _____
Name of Firm Contact Telephone

2. _____
Name of Firm Contact Telephone

Company Name

Signature of Bidder

Date

FORM # 3

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this BID, Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint BID submission each party hereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this BID have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this BID have not been knowingly disclosed by Bidder and will not knowingly be disclosed by the Bidder prior to the BID opening, directly or indirectly, to any other Bidder or to any competitor; and
3. No attempt has been made or will be made by the Bidder to induce any person, partnership or corporation to submit or not to submit a response to this BID for the purpose of restricting competition.

Company Name _____ Date _____

Address _____ / _____ / _____
Telephone _____ FAX _____

Name of Bidder _____ Title _____

Signature of Bidder _____ e-mail _____

FORM # 4

VENDOR RESPONSIBILITY QUESTIONNAIRE

Legal Business Name:
EIN:
Address of the Principal Place of Business/Executive Office:
New York State Vendor Identification Number:
Telephone/Fax:
Email:
Website:
Authorized Contact for this Questionnaire:
Name:
Telephone/Fax:
Title:
Email:

List any other DBA, Trade Name, Other Identity, or EIN used in the last five (5) years, the state or county where filed, and the status (active or inactive) (if applicable):

I. Business Characteristics

- a. Business Entity Type: _____
- b. Was the Business Entity Formed in New York State? _____
- c. If no, indicate jurisdiction where Business Entity was formed: _____
- d. Is the Business Entity currently registered to do business in New York State with the Department of State? _____
- e. If no, explain why the Business Entity is not required to be registered in New York State.

- f. Does the Business Entity have a DUNS Number? If so, please provide: _____
- g. Is the Business Entity's principal place of business/Executive Office in New York State? If no, does the business entity maintain an office in New York State? _____
- h. Is the Business Entity a NYS or NYC Certified Minority or Women Owned Business (M/WBE)? If so please indicate which certification and the certifying entity.

- i. Identify current Key Employees of the Business Entity. Attach additional sheets, if necessary.

II. Contract History

- a. Has the Business Entity held any contracts with the City of New York, Queens Borough Public Library and/or New York State governmental entities in the last three (3) years? If yes, attach a list including the agency name, contract amount, contract start date, contract end date and the contract description.

III. Integrity -- Contract Award: Within the past five (5) years, has the business entity or affiliate:

- a. Been denied a contract or had a bid rejected based upon a finding of non-responsibility by a governmental entity? _____
- b. Been suspended, cancelled or terminated for cause on any government contract? _____
- c. Been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any government contract? _____
- d. Entered into a formal monitoring agreement as a condition of a contract award? _____

*** For each "yes" answer, provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

IV. Certifications/Licenses

- a. Within the past five (5) years, has the Business Entity or any Affiliate had a revocation, suspension or disbarment of any business or professional permit and/or license? _____

*** If “yes,” provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

V. Legal Proceedings: Within the past five (5) years, has the business entity or affiliate:

- a. Been the subject of a civil complaint? _____
- b. Been the subject of a judgment or conviction for conduct constituting a crime? _____
- c. Received any OSHA citation and Notification of penalty containing a violation classified as serious or willful? _____
- d. Had any New York State Labor Law violation deemed willful? _____

VI. Leadership Integrity: Within the past five (5) years, has any individual previously identified, any other Key Employees not previously identified or any individual having the authority to sign, execute or approve bids, proposals, contracts or supporting documentation within New York State been subject to:

- a. A sanction imposed relative to any business or professional permit and/or license? _____
- b. An investigation, whether open or closed, by any governmental entity for a civil or criminal violation for any business related conduct? _____
- c. A conviction or judgment of any business related conduct constituting a crime including, but not limited to, fraud, extortion, bribery, racketeering, price fixing, bid collusion or any crime related to truthfulness? _____
- d. Misdemeanor or felony conviction for:
 - i. Any business-related activity, including, but not limited to, fraud, coercion, extortion, bribe or bribe-receiving, giving or accepting unlawful gratuities, immigration or tax fraud, racketeering, mail fraud, wire fraud, price fixing or collusive bidding; or
 - ii. Any crime, whether or not business related, the underlying conduct of which related to truthfulness, including, but not limited to the filing of false documents or false sworn statements, perjury or larceny?

FORM # 5

ACKNOWLEDGEMENT OF ADDENDA

Name of Firm

TITLE OF BID: Uniforms for Queens Public Library	PIN: 0120-2
--	-----------------------

Instructions: Prospective Bidder is to fill in **Trade** and **PIN** number (above), check / complete **Part I** or **Part II** of this form (whichever is applicable) and sign and date the form. This form serves as the prospective Bidder's acknowledgement of the receipt of Attachments to this Bid which may have been issued by the Library prior to the proposal due date and time.

___ Part 1 – Listed below are the dates of issue for each Addendum received in connection with this BID.

Addendum # 1, dated _____
Addendum # 2, dated _____
Addendum # 3, dated _____
Addendum # 4, dated _____
Addendum # 5, dated _____

___ Part 2 – No Addendum(s) were received in connection with this BID.

Prospective Bidder's Authorized Representative:

Name: _____

Title: _____

Signature: _____ Date: _____

FORM # 6

QUEENS BOROUGH PUBLIC LIBRARY CHECKLIST

PIN NUMBER: _____

BID TITLE: _____

VENDOR NAME: _____

TELEPHONE NO.: _____

EMAIL ADDRESS: _____

CHECK EACH ITEM BELOW TO ENSURE ALL REQUIRED FORMS AND DOCUMENTS ARE INCLUDED WITHIN YOUR BID SUBMISSION.

Required Forms & Documents:

- Form #1 – Statement of Understanding**
- Form #2 – References**
- Form #3 – Non-Collusive Bidding Certification**
- Bid Sheet**
- Form #4 – Vendor Responsibility Questionnaire**
- Form #5 – Acknowledgment of Addenda**
- Form #6 – Queens Borough Public Library Checklist**
- Bid Section III “Bidder Qualifications”. Must include a response to all items numbered and attach to your bid. This is not a form. It is a required response to Bid Section III “Vendor Qualifications”.**
- Copy of your Bid Submission on Flash Drive or Similar Device**

By: _____
Signature of Partner or Corporate Officer

Date: