

REQUEST FOR PROPOSAL

12 MONTH SUPPLY LMWD-EMPLOYEE UNIFORMS RFP# EU-16-08-01

Sealed RFP will be received by The LAGUNA MADRE WATER DISTRICT ("LMWD"), for **LMWD-EMPLOYEE UNIFORMS**, until **2:00 p.m., August 25, 2016** at the LMWD, General Manager Office; 105 Port Rd. Port Isabel TX 78578

RFP's received after this time will not be considered.

RFP's will be publicly opened and read aloud on **August 25, 2016 at 2:00 p.m.** Proposers are invited to attend the RFP opening at the LMWD Board Meeting Room.

RFP's packages with the Specifications may be obtained contacting the District A/P & Procurement Agent or at the following website www.lmwd.org/RFP's

One (1) sets of the RFP documents shall be enclosed in a letter size sealed envelope and shall be plainly marked on the outside of the envelope and on any carrier's envelope:

12 MONTH SUPPLY LMWD-EMPLOYEE UNIFORMS RFP# EU-16-08-01

This envelope shall be addressed to General Manager; Laguna Madre Water District; 105 Port Rd, Port Isabel TX 78578.

The LMWD will not be responsible in the event that the U.S. Postal Service or any other courier system fails to deliver the sealed RFP's to the Laguna Madre Water District, General Manager Office by the given deadline above. **No RFP's will be accepted via facsimile or electronic submission.**

The LMWD specifically reserves the right to reject any or all RFP's, to waive irregularities or informalities in any or all RFP's and to accept any RFP's which is deemed to be in the best interest of the LMWD.

Fernando Garcia
A/P & Procurement Agent
(956) 943-2626 Ext 235
Email fgarcia@lmwd.org

INSTRUCTIONS TO PROPOSERS

Please submit this page upon receipt.

Acknowledgment Form

RFP# EU-16-08-01

For any clarifications, please contact Fernando Garcia at Laguna Madre Water District, A/P & Procurement Agent at (956) 943-2626 Ext.235 or e-mail: fgarcia@lmwd.org

Please e-mail this page upon receipt of the RFP package or legal notice. If you only received the legal notice and you want the RFP package mailed, please provide a method of shipment with account number in the space designated below.

Check one:

Yes, I will be able to send a RFP; obtained RFP package from website.

Yes, I will be able to send a RFP; please email the RFP package.

Email: _____

Yes, I will be able to send a RFP; please mail the RFP package using the carrier & account number listed below:

Carrier: _____

Account: _____

No, I will not be able to send a RFP for the following reason:

If you are unable to send your RFP, kindly indicate your reason for “No RFP” above and return this form **via email to fgarcia@lmwd.org**. This will ensure you remain active on our vendor list.

Date _____

Company Name: _____

Authorized Representative _____

CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY
MATTERS (Complete and return with RFP)

Name of Entity: _____

The prospective participant certifies to the best of their knowledge and belief that they and their principals:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b) Have not within a three year period preceding this RFP been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, Local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- d) Have not within a three year period preceding this application/RFP had one or more public transactions (Federal, State, and Local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this RFP or termination of the award. In addition, under 18 USC Section 1001, a false statement may result in a fine up to a \$10,000.00 or imprisonment for up to five (5) years, or both.

Name and Title of Authorized Representative (Typed)

Signature of Authorized Representative

Date

I am unable to certify to the above statements. My explanation is attached.

ETHICS STATEMENT (Complete and return with RFP)

The undersigned Proposer, by signing and executing this RFP, certifies and represents to the Laguna Madre Water District that Proposer has not offered, conferred or agreed to confer any pecuniary benefit, as defined by (1.07 (a) (6) of the Texas Penal Code, or any other thing of value as consideration for the receipt of information or any special treatment of advantage relating to this RFP; the Proposer also certifies and represents that the Proposer has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this RFP, the Proposer certifies and represents that Proposer has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the Laguna Madre Water District concerning this RFP on the basis of any consideration not authorized by law; the Proposer also certifies and represents that Proposer has not received any information not available to other Proposers so as to give the undersigned a preferential advantage with respect to this RFP; the Proposer further certifies and represents that Proposer has not violated any state, federal, or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Proposer will not in the future offer, confer, or agree to confer any pecuniary benefit or other thing of value of any officer, trustee, agent or employee of the Laguna Madre Water District in return for the person having exercised their person's official discretion, power or duty with respect to this RFP; the Proposer certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent, or employee of the Laguna Madre Water District in connection with information regarding this RFP, the submission of this RFP, the award of this RFP or the performance, delivery or sale pursuant to this RFP.

THE VENDOR SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE LAGUNA MADRE WATER DISTRICT, ALL OF THEIR OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ALL CLAIMS, ACTIONS, SUITS, DEMANDS, PROCEEDING, COSTS, DAMAGES, AND LIABILITIES, ARISING OUT OF, CONNECTED WITH, OR RESULTING FROM ANY ACTS OR OMISSIONS OF CONTRACTOR OR ANY AGENT, EMPLOYEE, SUBCONTRACTOR, OR SUPPLIER OF CONTRACTOR IN THE EXECUTION OR PERFORMANCE OF THIS RFP.

I have read all of the specifications and general RFP requirements and do hereby certify that all items submitted meet specifications.

COMPANY: _____

AGENT NAME: _____

AGENT SIGNATURE: _____

ADDRESS: _____

ETHICS STATEMENT (Complete and return with RFP)

CITY: _____

STATE: _____

ZIP CODE: _____

TELEPHONE: _____

FAX: _____

FEDERAL ID#: _____ AND/OR SOCIAL SECURITY #: _____

DEVIATIONS FROM SPECIFICATIONS IF ANY:

Special Instructions

Contract Information

- **Interpretation**

Questions concerning terms, conditions, and technical specifications should be directed to:

Fernando Garcia
A/P & Procurement Agent
fgarcia@lmwd.org
Fax (956) 943-6228

- **Tentative Time Line**

1. August 8, 2016 to August 24, 2016 - Vendors work on RFP.
2. August 25, 2016 at 2:00 p.m. - **Vendor must submit One (1) set of RFP documents sealed in a letter size envelope to:**

Carlos J. Galvan Jr., General Manager
105 Port Rd, Port Isabel TX 78578
RFP# EU-16-08-01
August 25, 2016 - Open RFP's at 2:00 p.m.

The above noted information must be included on RFP letter size envelope and on any carrier's envelope/package. Laguna Madre Water District will not be held responsible for missing, lost or late mail. Laguna Madre Water District, will not accept facsimile or electronic transmission of sealed RFP's.

3. August 25, 2016 - Open RFP's at 2:00 p.m.
4. August 29, 2016- Provide Final Recommendations
5. September 14, 2016 - Send to Board of Directors for approval

- **Or Equal**

Brand name or manufacturer's reference used in this request is descriptive – not restrictive – it is intended to indicate type and quality desired. Brands of like nature and quality will be considered. If proposing on other than referenced specifications please provide complete descriptive information of said article.

- **Pricing**

RFP unit price on quantity specified, extend and show total. In case of errors in extension, unit prices indicated shall govern. **The price should be maintained for the period of the contract.**

Failure to submit any of the above information with the sealed RFP will disqualify.

- **Determining Factors for Award**

1. Proposers net price on RFP items
2. Stock availability
3. Reputation of the Proposer
4. Delivery
5. Safety record will be considered when determining the responsibility of the Proposer

- **Tax Identification Number (TIN)**

In accordance with IRS Publication 1220, a W9 form, will be required of all vendors doing business with the Laguna Madre Water District. If a W9 not made available to Laguna Madre Water District, the first payment will be subject to income tax withholding at a rate of 28% or 30% depending on the U.S. status and the source of income as per IRS Publication 1220. **The W9** Attached is sample form.

- **Taxes**

The Laguna Madre Water District is exempt from Federal Excise Tax, State Tax and local Taxes. Do not include tax in the RFP. If it is determined that tax was included in the RFP it will not be included in the tabulation, any awards, or payments to the contractor. Tax exemption certificates will be furnished upon request.

- **Signing of RFP**

- **Failure to manually sign RFP will disqualify it. Person signing RFP should show title or authority to bind their firm to a contract EEOC Guidelines**

During the performance of this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of race, national origin, age, religion, gender, sexual preference, marital, veteran status, or physically challenged condition.

- **Contract and Purchase Order**

The products shall be delivered in a timely manner to Laguna Madre Water District, 105 Port Rd, Port Isabel TX 78578. A contract for the products will be placed into effect by means of a purchase order issued by the Laguna Madre Water District after tabulation and final approval by the LMWD Board of Directors.

- **Laguna Madre Water District, Rights**

1. If only one or no RFP is received by "submission date", the LMWD has the right to reject, re-RFP, accept and/or extend the RFP by up to an additional two (2) weeks from original submission date.
2. The right to reject any/or all RFP's and to make award as they may appear to be advantageous to the Laguna Madre Water District
3. The right to hold RFP for 90 days from submission date without action, and to waive all formalities in RFP.
4. The right to extend the total RFP beyond the original 90-day period prior to an award, if agreed upon in writing by all parties (LMWD and vendor/contractor) and if Proposer/vendor holds original RFP prices firm.
5. The right to terminate for cause or convenience all or any part of the unfinished portion of the Project resulting from this solicitation within Thirty (30) calendar days written notice; for cause: upon default by the vendor/contractor, for delay or non-performance by the vendor/contractor; or if it is deemed in the best interest of the LMWD for LMWD's convenience.
6. In RFP, stipulate whether an increase or decrease in services will affect RFP price.

- **Corrections**

Any interpretation, correction, or change to the invitation to RFP will be made by ADDENDUM. Changes or corrections will be issued by the Laguna Madre Water District, A/P & Procurement Agent. **Addenda will be emailed or faxed to all who have returned the RFP Acknowledgment form.** Addenda will be issued as expeditiously as possible. It is the responsibility of the vendors to determine whether all addenda have been received. It will be the responsibility of all respondents to contact the Laguna Madre Water District prior to submitting a response to the invitation to RFP to ascertain if any addenda have been issued, and to obtain any all addenda, execute them, and return addenda with the response to the invitation to RFP. Addenda may be posted on the LMWD website.

RFP PROPOSAL FORM

RFP Number:	EU-16- 08- 01
Item Being RFP:	12 MONTH SUPPLY LMWD-EMPLOYEE UNIFORMS
Date RFP's Due:	Thursday August 25, 2016 @ 2:00 p.m.
Date RFP's Opened:	Thursday August 25, 2016 @ 2:00 p.m.

Vendor Name:	
Vendor Phone & Fax:	
Vendor Email:	
Vendor Address:	
City, State, Zip:	

TECHNICAL SPECIFICATIONS

1. GENERAL PROGRAM REQUIREMENTS

The successful proposer shall be responsible for the efficient customization, alteration and delivery of all uniform components worn by LMWD-Employees

2. SAMPLES

Each proposal will be accompanied by not more than TWO (2) style samples, interview and presentation will be expected to provide a sample of all items proposed. Proposals received without accompanying samples will be considered an incomplete submission and cannot be evaluated. It is the sole responsibility of the vendor to ensure delivery of samples to the address provided before the opening date and time.

3. ORDERING

LMWD prefers dedicated, secure internet access to a customized ordering website which lists the available uniform options for the job description given, current prices, size choices, customization options, etc. The website should also provide order tracking capabilities and other inquiry or reporting functions. Orders will be centralized, i.e. entered by assigned personnel in the supply warehouse on behalf of the recipient.

4. DELIVERY AND DISTRIBUTION

All orders are expected to be delivered within thirty days (30) After Receipt of PO.

Orders will be placed individually as needed and should be packaged by individual order and shipped to the central supply warehouse at the 131 Woody Ln, Port Isabel, TX, 78578.

5. EMBLEMS

LMWD prefers that all required uniform emblems be provided by the uniform vendor, stocked and attached at the factory, garment and the patches on their respective pricing sheets

Emblems include: Shirt front right Employee name, front left company name

6. STOREFRONT LOCATION

A dedicated business location within LMWD will be made available for personnel to try on and/or be fitted for uniform items. A full fit line is expected to be maintained for this purpose at the storefront location. Alterations of uniform items will also be available at this location.

The storefront is expected to offer a clean and organized environment providing courteous and helpful customer services to LMWD-employees. Minimum services will include alterations (trouser hemming, shortening of sleeve), sewing on of patches.

7. ALTERATIONS

LMWD will NOT pay for alterations as needed in limited circumstances. For example:

- shortening of a long sleeved shirt if the correct size is not available due to time constraint
 - tapering in of shirt sides for personnel unable to fit in available garments
 - Other “emergent” situations as determined by authorized LMWD personnel
- “Cosmetic” alterations are not paid for by the agency.

8. PROFESSIONAL SIZING

The professional services of a qualified representative of the awarded vendor will be required to size LMWD-employees for their first issue of uniforms. Fittings will be scheduled 7-14 days in advance and will be held at the LMWD supply warehouse. Other dates or a set schedule for current personnel would also be considered helpful.

9. GENERAL INFORMATION AND ESTIMATED QUANTITIES

This information furnished, are provided as a guide for preparing the proposal and should not be construed as representing actual quantities to be purchased under this bid. The following general information is provided as a reference in determining the scope of services required.

Number of Managing Personnel -10 plus
Number of Field Personnel - 60 Plus

Six (6) long sleeved shirt per employee – may be replaced with approval
Six (6) Cargo Pants per employee – may be replaced with approval

10. UNIFORM ITEMS REQUIRED:

Pictures and descriptions of uniform items to be included in proposal response.
Pricing for each item shown in the Proposal Response

The District's payment terms are net 30 days. This contract shall be for a period of one (1) year from October 1, 2016 thru September 30, 2017

Representative Signature: _____

Representative Print Name: _____

The Purchase Order quantities are subject to LMWD's right to increase or decrease quantities as deemed necessary. Stipulate below, if an increase or decrease in quantity affects RFP price:

(____) No, an increase or decrease in quantities will not affect RFP price

(____) Yes, an increase or decrease in quantities will not affect RFP price

Respectfully submitted,

By: _____

Signature **(Failure to sign will disqualify RFP)**

Print Name/Title

Company Name

Address

City, State, Zip Code

Phone Number

Fax Number

Email Address

GENERAL INSTRUCTIONS TO PROPOSERS

Notice to Proposers

Sealed RFP's will be received until the time, at the location, and for the products/services specified on the attached RFP Invitation form and as further specified. These RFP's will be publicly opened at the Laguna Madre Water District office at 105 Port Road Port Isabel, TX, in the presence of Proposers and Administrative Staff. Proposer's attendance is optional. After tabulation and review, RFP's will be presented to the Board of Directors for award of contract. The District reserves the right to review all RFP's submitted for a period of sixty (60) days after the date of RFP opening.

How to Submit a Proposal

All RFP's shall be submitted in **letter size sealed envelopes**, mailed or delivered to: Laguna Madre Water District, Attention: Carlos J. Galvan Jr. 105 Port Road, Port Isabel, TX 78578, and plainly marked on the outside with **RFP number**: It will be the sole responsibility of the Proposer to ensure that the proposal reaches the location where RFP's are to be sent before the closing hour and date shown on the enclosed PROPOSAL-CONTRACT form.

Purpose of RFP

The Laguna Madre Water District intends to secure a source of supply for the product(s) and service(s) at the lowest price; satisfactory manufacture; and prompt and convenient shipment and service by the supplier to the District. Any failure on the part of the supplier to comply with the ensuing conditions and specifications shall be reason for termination of contract.

Rejection of RFP's

The District reserves the right to reject any and all RFP's or to accept the RFP or any part thereof which it determines to best serve the needs of the District and to waive any informalities or irregularities in the RFP's. While cost is a factor in any RFP award, it is not the only factor and may not be the determining factor.

Quantities

The quantities or usage shown are estimated only unless otherwise stated. No guarantee or warranty is given or implied by the District as to the total amount that may be or may not be purchased from any resulting contracts. These quantities are for Proposers information only and will be used for tabulation and presentation of RFP and the District reserves the right to increase or decrease quantities as required.

Proposing on Equivalent Products

If and wherever in the specifications a brand name, make, name of manufacturer, trade name, or vendor catalog number is mentioned, it is the purpose of establishing a grade, quality or other specification of material only. Since the District does not wish to rule out other competition and equal brands or makes, the phrase or approved equal is added. However, if a product other than those specified is RFP, it is the Proposer's responsibility to name such a product within the RFP, and to prove to the District that said product is equal to that specified and to submit brochures, samples, and/or other specification in detail on the item(s) RFP. The District shall be the sole judge concerning the merits of RFP's submitted.

Trade Discounts and Price Variances

RFP's on individual items must include unit prices, as well as total price. Where a variance exists on the RFP form between the unit price and the extension or whenever other discrepancies are noted between prices on the RFP form and prices quoted elsewhere in the RFP package, the unit price quoted on the RFP form shall prevail.

The District will consider trade discounts and other pricing features in each individual RFP prior to determining the successful Proposer.

The District intends to evaluate any and all cooperative purchasing options available. When preparing your RFP, please include alternates for cooperative purchasing programs offered by your firm or the manufacturer's that you represent that the District would be eligible to purchase through such as HGAC, and Buyboard, etc. where available.

Submissions

Proposers must submit one (1) copies of PROPOSAL-CONTRACT

A. Unless otherwise specified, Proposers must use PROPOSAL-CONTRACT forms furnished by the District. Failure to do so may cause a RFP to be rejected. Removal of any part of the RFP proposal may invalidate the RFP.

B. Proposals having any erasures or corrections must be initialed by Proposer in ink. RFP's shall be signed in longhand, hi ink, by the principal authorized to make contracts. All quotations shall be typewritten or filled in with pen and ink.

Descriptive Data

Proposers must enclose with their RFP forms two copies of data sheets, specifications, catalogs or literature completely describing the equipment, product or service to be furnished.

Identification of Proposer

State the full name and address of the organization and any local branches that will be used in the project. Indicate whether you operate as an individual, partnership or corporation. If a joint venture or sub-contractor relationship is contemplated, name the firms and principals involved and give all pertinent information about the organization, similar to the information you supply.

Assignment of Contract

The successful Proposer shall not assign, transfer, convey, sublet or otherwise dispose of said contract, or his/her right, title or interest in or to same, or any part thereof, without previous consent in writing from the District Administrator, endorsed on or attached to the Contract.

Service and Parts

Proposers must be prepared to submit evidence to the District, in addition to that required in the attached specifications that qualified personnel and adequate parts inventory are available to maintain all RFP equipment in effective operation.

Guarantees/Warranties

Proposers must indicate the full guarantees and/or warranties prevailing on all equipment, parts and labor.

Delivery and/or Completion

Proposers shall indicate delivery or completion date of product(s) or service(s). These dates may be taken into consideration in making the award. Penalties imposed upon the District for late performance, shall be the responsibility of the vendor.

Manuals, Instructions, Etc.

Successful Proposer must deliver with the product two (2) copies each of operation, shop and parts manual; instructions and schematics pertaining to the equipment or product to be furnished to the District.

Samples and/or Demonstrations

Evidence in the form of samples may be requested if brand is other than specified. Such samples are to be furnished after the date of RFP opening only upon request of the District unless otherwise stated in the RFP Documents. If samples should be requested, such samples are to be provided at the expense of the Proposer and become the property of Laguna Madre Water District unless other agreement is accepted by the District.

Quality

All materials used for the manufacture or construction of any item(s) covered by this RFP shall be new. The items RFP must be new, the latest model, of the best quality and highest grade of workmanship, unless the option to include supplemental proposals for pre-owned, or demonstrator equipment or materials has been specified by the District.

Default Provision

In case of default by the Proposer or contractor, the Laguna Madre Water District may procure the products or services from other sources and hold the Proposer or contractor responsible for any excess costs occasioned or incurred thereby.

Compliance with Law

All goods or equipment RFP shall comply with all applicable Federal, State, and local laws relative thereto including all safety related items as required by the Federal Occupational Safety and Health Act (OSHA). The successful Proposer shall defend actions or claims brought and hold harmless the District from loss, cost or damage by reason of actual or alleged violations of Federal, State or local law in the design or manufacturing of equipment and/or material.

Liability Insurance

~~The successful Proposer must carry Public Liability Insurance with limits of at least \$500,000 to \$1,000,000 to protect the Laguna Madre Water District. Said Proposer shall comply with the requirements of all Federal and State Laws and Regulations relating to Social Security, Unemployment Insurance and Workmen's Compensation so that the Laguna Madre Water District will not be liable in any way for any claim evolving from said work in carrying out the contract.~~

Delivery Provisions

RFP price is to be based upon the delivery terms of Free on Board to each of the Laguna Madre Water District facilities listed on the specifications sheet. Title to the purchased goods does not pass until the item(s) is received by the District.

Withdrawal of RFP's

A written request for the withdrawal of a RFP or any part thereof will be granted if the request is received by the District Administrator prior to the specified time of opening. Formal RFP's, amendments thereto, or requests for withdrawal of RFP's received by the District Budget and Finance Director after time specified for RFP opening will not be considered.

Taxes

The Laguna Madre Water District is exempt from Federal Excise Tax and Texas Sales Tax and same shall not be charged to the District.

Hold Harmless Agreement

The successful Proposer shall agree to save and hold harmless and defend the Laguna Madre Water District from and against any or all claims, demands, suits and liability for death or injury to any person or damage to or loss of property, which injury, loss or damage is caused by or arises out of the execution of this contract of agreement.

Proposal Costs

All proposal costs are the responsibility of the Proposer. Laguna Madre Water District will not be liable for any costs incurred in proposal preparation, presentation or contract negotiation.

Further Information or Clarification

Before submitting a proposal, Proposer should carefully examine the entire Contract Document, including the specifications, and by the submission of a RFP, the Proposer will be understood to have read and be fully informed as to the contents of all of the proposing documents. Proposer should especially note any state or federal regulations and/or requirements in RFP's involving funds from respective agencies and be prepared to adhere to those requirements.

Should a Proposer find any discrepancies, omissions, ambiguities, or conflicts among the contract documents, or be in doubt about their meaning, they should bring such questions to the attention of the Laguna Madre Water District Finance Director no later than five (5) business days prior to the date of the receipt of RFP's. The Laguna Madre Water District Finance Director will review the questions and, where information sought is not already indicated or specified, there will be a clarifying "Notice to Proposers," which will become part of the RFP Documents. Neither the District nor the Finance Director will be responsible for any oral instructions.

Laguna Madre Water District reserves the right to request any additional information that it may deem necessary before or after the proposal has been received. Should you wish to request any additional information or clarification on this RFP; you must do so in writing via email or other delivery method that shall be your sole responsibility prior to the opening of the RFP's. The District shall be the sole determiner of the appropriateness of your request and whether it shall issue a response.

Should the District deem it appropriate to respond to your request for additional information; both your request and the District's response will be provided to the other Proposers.

Your request is to be submitted to:

Fernando Garcia
A/P & Procurement Agent
956-943-2626 Ext. 235/ fgarcia@lmwd.org
Laguna Madre Water District
105 Port Road
Port Isabel, TX 78578

