Mississippi Forestry Commission
660 North Street, Suite 300
Jackson, MS 39202

2015

INVITATION TO BID
for
Agency Uniforms

The Mississippi Forestry Commission will accept electronic bids until 2:00 p.m., Friday, May 8, 2015, to be opened in order to establish an Agency Contract for the purchase of agency uniforms for a one (1) year period with an option to renew an additional twelve (12) month period.

RFx Number: 3160000376
Smart Number: 1451-15-R-IFBD-00010
General Conditions attached
Special Conditions attached
Specifications with Estimated Quantities attached
Bid Proposal Form attached

It shall be incumbent upon the Bidder to understand the specifications. Any request for clarifications shall be made in writing and shall be submitted to our Purchasing Department no less than five (5) days prior to the time and date set for the bid opening.

SAMPLES

Samples must be furnished free of expense to the Mississippi Forestry Commission. Each individual sample must be labeled with Bidder's name, manufacturer's brand name and number, and bid item number.

Samples must be sent separately and prior to May 8, 2015 but not before April 28, 2015 to:

Mississippi Forestry Commission
Attn: Purchasing Department
660 North Street, Suite 300
Jackson, MS 39202

SIZES AVAILABLE

Bidder must complete **Bid Proposal Form (Attachment F),** listing all sizes and colors available for each item.

CONTRACT

This document and the winning Bidder's submitted **Bid Proposal Form** will become the contract between the winning Bidder (Contractor) and the Mississippi Forestry Commission. This contract shall remain in full force and effect for a one (1) year period, with an option to renew for an additional twelve (12) month period, if said renewal is agreeable with the Contractor, and considered by the Mississippi Forestry Commission to be in the best interest of the State of Mississippi and the Mississippi Forestry Commission.

The Mississippi Forestry Commission reserves the right to define equals, reject any and/or all bids and to waive any informality. **The Mississippi Forestry Commission also states that the quantities listed in this bid packet are estimates, and are by no means a guarantee of number of items to be purchased.**

GENERAL CONDITIONS

ALL BIDS SUBMITTED SHALL BE IN COMPLIANCE WITH ALL CONDITIONS SET FORTH HEREIN. THE BID PROCEDURES FOLLOWED BY THIS OFFICE WILL BE IN ACCORDANCE WITH THESE CONDITIONS. THEREFORE, ALL BIDDERS ARE URGED TO READ AND UNDERSTAND THESE CONDITIONS PRIOR TO SUBMITTING A BID.

1. PREPARATION OF BIDS

1.1 Bids shall be submitted through the Mississippi Forestry Commission Purchasing Department. All prices and notations must be printed in ink or typewritten. No erasure marks permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed, in ink, by the person signing the bid.

1.2 Failure to examine any drawings, specifications, and instructions will be at bidder's risk.

1.3 Price. Price each item separately. Unit prices shall be shown. Bid prices must be net.

1.4 Specification. It is understood that reference to available specifications shall be sufficient to make the terms of such specifications binding on the bidder.

1.5 Information and Descriptive Literature. Bidders must furnish all information requested in the bid specifications. Further, when required, each bidder must submit for bid evaluation cuts, sketches, descriptive literature and technical specifications covering the product offered. Reference to literature submitted with a previous bid or on file with the Mississippi Forestry Commission will not satisfy this provision.

1.6 Samples. Samples of items, when requested, must be furnished free of expense, and if not destroyed in testing will, upon request, be returned at the bidder's expense. Request for the return of samples must be made within ten (10) days following opening bids. Each individual sample must be labeled with bidder's name, manufacturer's brand name and number, bid name and item reference.

1.7 Time of performance. The number of calendar days in which delivery will be made after receipt of purchase order shall be no more than ninety (90) calendar days.

2. SUBMISSION OF BIDS

2.1 Bids and modifications or corrections received after the closing time specified will not be considered.

3. ACCEPTANCE OF BIDS

3.1 The Mississippi Forestry Commission reserves the right to reject any and all bids, to waive any informality in bids and unless otherwise specified by the bidders, to accept any items on the bid. The Mississippi Forestry Commission reserves the right to modify or cancel in whole or in part any Invitation for Bids.

If a bidder fails to state the time within which a bid must be accepted, it is understood and agreed that the Mississippi Forestry Commission shall have 60 days to accept.

4. ERROR IN BID

4.1 In case of error in the extension of prices in the bid, the unit price will govern. No bid shall be altered or amended after the specified time for opening bids.

5. DISCOUNT PERIOD

5.1 Time in connection with a discount offered will be computed from date of delivery at destination or from the date correct invoices are received, if the latter date is later than the date of delivery. Cash discounts will not be considered in the award process.

6. AWARD

6.1 Contracts and purchases will be made or entered into with the lowest responsible bidder meeting specifications, except as otherwise specified in the bid specifications. Where more than one item is specified in the specifications, the Mississippi Forestry Commission reserves the right to determine the low bidder either on the basis of the individual item(s) or on the basis of all items included in its Invitation for Bids, or as expressly provided in the Mississippi Forestry Commission's Invitation for Bids.

6.2 Unless the bidder specified otherwise in the bid, the Mississippi Forestry Commission may accept any item or group of items of any kind.

6.3 A written purchase order or contract award furnished to the successful bidder within the time of acceptance specified in the Invitation for Bid results in a binding contract without further action by either party. The contract shall consist solely of these General Conditions, the Instructions and Special Conditions, the successful bidder's bid, and the written purchase order or contract award. The contract shall not be assignable in whole or in part without the written consent of the State.

7. INSPECTION

7.1 Final inspection and acceptance or rejection may be made at delivery destination, but all materials and workmanship shall be subject to inspection and test at all times and places, and when practicable. During manufacture, the right is reserved to reject articles which contain defective material and workmanship. Rejected material shall be removed by and at the expense of the contractor promptly after notification or rejection. Final inspection and acceptance or rejection of the materials or supplies shall be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the Mississippi Forestry Commission or any subdivision thereof for such materials or supplies as are not in accordance with the specification. In the event necessity requires the use of materials or supplies not conforming to the specification, payment therefore may be made at a proper reduction in price.

8. TAXES

8.1 The State is exempt from federal excise taxes and state and local sales or use taxes and bidders must quote prices which do not include such taxes. Exemption certificates will be furnished upon request. Contractors making improvements to, additions to or repair work on real property on behalf of the State are liable for any applicable sales or use tax on purchase of tangible personal property for use in connection with the

contracts. Contractors are likewise liable for any applicable use tax on tangible personal property furnished to them by the State for use in connection with their contracts.

9. GIFTS, REBATE, GRATUITIES

9.1 Acceptance of gifts from bidders is prohibited. No officer or employee of the Mississippi Forestry Commission, charged with responsibility of initiating requisitions, shall accept or receive, directly or indirectly, from any person, firm or corporation to whom any contract for the purchase of materials, supplies, or equipment for the Mississippi Forestry Commission may be awarded, by rebate, gifts, or otherwise, any money or anything of value whatsoever, or any promise, obligation or contract for future rewards or compensation.

9.2 Bidding by state employees is prohibited. It is unlawful for any state official or employee to bid on, or sell, or offer for sale, any merchandise equipment or material, or similar commodity to the State of Mississippi during the tenure of his or her office or employment, or for the period prescribed by law thereafter, or to have any interest in the selling of the same to the State.

10. BID INFORMATION

10.1 Bid information and documents may be examined pursuant to the Mississippi Public Records Act of 1983, MS Code 25-61-1 et seq.

11. DEFINITIONS

11.1 The use of the word agency in any Bid Invitation solicitation or specification shall be intended to mean state agencies only.

12. PRECEDENCE

12.1 Bids shall be made and the contract shall be entered into in accordance with the General Conditions as hereinafter amended and modified. Should a conflict exist between the General Conditions and the Instructions and Special Conditions, the Instructions and Special Conditions shall take precedence.

13. COMPETITION

13.1 There are no federal or state laws that prohibit bidders from submitting a bid lower than a price or bid given to the U.S. Government. Bidders may bid lower than U.S. Government contract price without any liability as the State is exempt from the provisions of the Robinson-Patman Act and other related laws. In addition, the U.S. Government has no provisions in any of its purchasing arrangements with bidders whereby a lower price to the State must automatically be given to the U.S. Government.

14. WAIVER

14.1 The Mississippi Forestry Commission reserves the right to waive any General Condition, Special Condition, or minor specification deviation when considered to be in the best interest of the State.

15. CANCELLATION

15.1 Any contract or item award may be canceled with or without cause by the Mississippi Forestry Commission with the giving of 30 days written notice of intent to cancel. Cause for the Mississippi Forestry Commission to cancel may include, but is not limited to, cost exceeding current market prices for comparable purchases; request for increase in prices during the period of the contract; or failure to perform to contract conditions. The Contractor will be required to honor all purchase orders that were prepared and dated prior to the date of expiration or cancellation if received by the Contractor within a period of 30 days following the date of expiration or cancellation. Cancellation by the State does not relieve the Contractor of any liability arising out of a default or nonperformance. If a contract is canceled by the State due to a Contractor's request for increase in prices or failure to perform, that Contractor will be disqualified from bidding for a period of 24 months. The Contractor may cancel a contract for cause with the giving of 30 days written notice of intent to cancel. Cause for the Contractor to cancel may include, but is not limited to the item(s) being discontinued and/or unavailable from the manufacturer.

16. SUBSTITUTIONS DURING CONTRACT

16.1 During the term of a contract, if adequate documentation is provided that supports the claim that the contract item(s) are not available, items which meet the minimum specifications may be substituted if approved by the Mississippi Forestry Commission and the substitutions are deemed to be in the best interest of the State.

17. APPLICATION

17.1 It is understood and agreed by the Bidder that any contract entered into as a result of this Invitation for Bids is solely for the convenience of the Mississippi Forestry Commission and all purchases made by the Mississippi Forestry Commission for products included under the provisions of the contract shall be purchased from the bidder receiving the award.

18. ADDENDA

18.1 Addenda modifying plans and/or specifications may be issued if time permits. No addendum will be issued within a period of two (2) working days prior to the time and date set for the bid opening. Should it become necessary to issue an addendum within the two (2) day period prior to the bid opening, the bid date will be reset to a date not less than five (5) working days after the date of the addendum, giving bidders ample time to comply with the addendum. When replying to a bid request on which an addendum has been issued, and the specifications require acknowledgement, the bid shall indicate that provisions of the addendum have been noted and that the bid is being offered in compliance therewith. Failure to make this statement may result in the bid being rejected as not being in accordance with the revised specifications or plans.

19. NONRESPONSIVE BIDS

19.1 Nonresponsive bids will not be considered. A non-responsive bid is considered to be a bid that does not comply with the minimum provisions of the specification. Any bidder found to repeatedly offer alternate products that are not compliant with specifications in an attempt to obtain a contract on the basis of pricing only will be disqualified from bidding for a period of 24 months.

20. SPECIFICATION CLARIFICATION

20.1 It shall be incumbent upon all bidders to understand the provisions of the specifications and to obtain clarification prior to the time and date set for the bid opening. Such clarification will be answered only in response to a written request.

21. BID OPENINGS

21.1 Bid openings will be open to the public. The bid opening will serve only to open and read the bid price on each bid. No discussion will be entered into with any bidder as to the quality or provisions of the specifications and no award will be made either stated or implied at the bid opening.

21.2 If the agency is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (the "Force Majeure Events"), which closure prevents the opening of bids at the advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the agency shall be open and at the previously advertised time. The new date and time of the bid opening, as determined in accordance with this paragraph, shall not be advertised, and all bidders, upon submission of a bid proposal, shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. Bids shall be received by the agency until the new date and time of the bid opening as set forth herein. The agency shall not be held responsible for the receipt of any bids for which the delivery was attempted and failed due to the closure of the agency as a result of a Force Majeure Event. Each bidder shall be required to ensure the delivery and receipt of its bid by the agency prior to the new date and time of the bid opening.

22. STATEWIDE BIDDING

22.1 It is requested that bids be submitted on the basis of statewide distribution. Contractors must maintain adequate distribution capabilities and adequate stock of all items to insure prompt delivery.

23. FIRM BID PRICE

23.1 Prices quoted shall be firm for the term of the contract except that the State shall receive the benefit of any price decrease in excess of five (5) percent. The contractor must provide written price reduction information within ten (10) days of its effective date.

23.2 There will be one (1) allowance for factory price increase. The price increase shall cover the time period of the renewal date until the end date of the contract. The Supplier must supply documentation reflecting market increases from prior year to current year

before price increase will be considered. The Mississippi Forestry Commission will take price increase into consideration and if it is determined that this be beneficial to the state and to Mississippi Forestry Commission. At that time an extension on said contract and price increase will agreed upon and signed.

24. CONTRACT EXTENSION

24.1 Automatic contract renewals or extensions are not allowed. Contracts must be extended or renewed with the proper documents signed or approved by the Mississippi Forestry Commission.

24.2 The Mississippi Forestry Commission reserves the right to extend the term of a contract, when necessary, to continue a source of supply whenever new or replacement contracts are not completed prior to the expiration date. Such extensions are dependent upon the agreement of the Contractor and shall not exceed three (3) months.

25. SUSPENSION AND DEBARMENT

25.1 By submitting a bid, the bidder is certifying that neither the bidder nor any potential subcontractors are debarred or suspended or are otherwise excluded from or ineligible for participation in federal assistance programs.

26. ASSIGNMENT

26.1 The Contractor shall not assign or subcontract in whole or in part, its right or obligations under this agreement without prior written consent of the Mississippi Forestry Commission.

SPECIAL CONDITIONS

AWARD

It is the intent of the Mississippi Forestry Commission to award this contract/bid as **a line by line item to the lowest and best bidder that meets the stated specifications**. The winning bidder(s) hereafter is referred to as Contractor.

SIZING

The Contractor will provide the Mississippi Forestry Commission with on site measuring of employees to ensure the correct size is ordered before the order is placed. The Mississippi Forestry Commission will designate a total of eight (8) sites (seven (7) District Offices and the State Office) and arrange scheduling for employees to be present at a central site for measuring. All onsite scheduling should be scheduled within sixty (60) days of bid award notification. Additionally, the Contractor will provide onsite measuring for new employees to be determined at a later date as needed (a minimum of five (5) at the State Office location).

EQUAL

Any reference to brand names and numbers, or mill numbers of manufacturer's fabric, is descriptive, but not restrictive, and is intended only to establish a standard. Consideration will be given to all bids of equal specifications.

COLOR

The Mississippi Forestry Commission has stated a desired color of items in the bid packet. It is the intent of the Mississippi Forestry Commission to provide a uniform to the employees that is consistent throughout the agency. An example would be a Khaki work shirt could be called a light tan variety of one (1) Contractor and called a Khaki variety by another Contractor. Samples provided will be one of the determining factors on this topic.

ALTERNATES/SUBSTITUTIONS

Alternates and substitutions are allowed with the providing of samples before bid opening and approval given by the Mississippi Forestry Commission for colors and items. Approvals will be electronically.

Substitutions for ladies apparel are acceptable. Example: If ladies sizes or colors are not available then men's sizes or colors may be substituted.

BID INFORMATION

Bidders must furnish all information requested in the space provided on the attached **Bid Proposal Form**. Further, each bidder may be requested to submit for bid evaluation cuts, sketches, descriptive literature and technical specifications covering the item(s) offered.

After bid opening, bid files may be examined during normal working hours by bid participants. Non-participants will be prohibited from obtaining any information relative to bid until the official award has been made.

SPECIFICATION CLARIFICATION

All specifications listed in the **Specifications Section** are considered MINIMUM requirements. Items exceeding these specifications will be considered. It shall be incumbent upon all bidders to understand the provisions of the **Specifications Section** and to obtain clarification prior to

the time and date set for the bid opening. Such clarification will be answered only as a response to a written request. No clarification will be offered as a response to a telephone request. Request for clarification and/or questions shall be in writing and faxed to our Purchasing Department at 601-359-4063, or emailed to rolander@mfc.state.ms.us and smyrick@mfc.state.ms.us at least five (5) days prior to the time and date set for the bid opening.

ORDERING

An agency order form will be available to Contractor and an electronic order form will be used by individual employees to order desired items as bid. The order form will include an electronic signature so the employee can submit that he/she agrees with the sizing or, if he/she changes the sizes, he/she agrees to accept the sizes he/she has changed to. (For an example see Attachment A.)

Every attempt will be made to place all orders at one time, but in the event that an employee's order is misplaced and does not get to the Contractor with the bulk of the orders, or a new employee is hired, the Contractor agrees to fill and ship as needed.

BILLING

The Contractor will invoice the Mississippi Forestry Commission per shipment. The invoice will consist of a total amount of the order and a detailed printout of the shipping records.

SHIPPING

The Supplier will package and ship the orders to the Mississippi Forestry Commission's State Office and each District Office. **Each person's order must be packaged individually.**

Delivery of items is to be **F.O.B. DESTINATION, PREPAID DELIVERY** or **PICK UP** by each District. All addresses for State Office and each District Office are attached (Attachment B).

RETURN POLICY

The Contractor will accept returns as a result of Contractor shipping errors on unworn/unwashed uniforms at no cost to the Mississippi Forestry Commission, within sixty (60) calendar days of receipt of order.

DELIVERY TIME

The Contractor shall be required to maintain or have available an inventory sufficient to make shipment within **ninety (90) days** after receipt of Purchase Order.

DEFAULT OF CONTRACTOR

In case of default of Contractor by not delivering items within 90 days, or not supplying items after award is made, the Contractor will be removed from the Qualified Bidders List for a period of twenty-four (24) months.

All bids submitted are in compliance with the General Conditions and Specific Conditions set forth therein. The bid procedures followed by the Mississippi Forestry Commission will be in accordance with these conditions. Therefore, all Contractors are urged to read and understand these conditions prior to submitting a bid.

AWARD PROCESS

The award will be made on the basis of the lowest OR best bid that meets specifications. Factors to be considered in determining the winning bid includes:

Price
Conformity with Specifications
Responsibility of the Bidder

Inquires must be faxed to 601-359-4063 or emailed to **rolander@mfc.state.ms.us** and **smyrick@mfc.state.ms.us**.

SPECIFICATIONS SECTION

SPECIFICATIONS
LONG SLEEVE WORK SHIRT

(Dickies 574 style or Equal)

FABRIC
Fabric should be 5 oz., or greater, Twill, 65% polyester/35% cotton.

SLEEVES
Cuffs to close with 1 button and buttonhole.

POCKETS
Two breast pockets, with flaps, mitered corners. Flaps to have one centered button closure. The left flap to have a pencil division/opening.

SHIRT LABELING
Each garment shall be identified by permanent size label, manufacturing Wool Product Labeling Number and care and content label.

BUTTONS
To be a melamine button dyed to match the fabric color.

COLOR
Khaki (or equal)

EMBLEM
Mississippi Forestry Commission emblem to be sewn centered above the left chest pocket on each shirt. Emblem consists of one piece, furnished by the Mississippi Forestry Commission. (See Attachment C)

SIZE
Please indicate all available sizes on bid proposal form.

ESTIMATED QUANITY
300 more or less.

SPECIFICATIONS
SHORT SLEEVE WORK SHIRT
(Dickies 1574 style or Equal)

FABRIC
Fabric should be 5oz., or greater, Twill, 65% polyester/35% cotton.

SLEEVES
Cuffs to close with 1 button and buttonhole,

POCKETS
Two breast pockets, with flaps, mitered corners. Flaps to have one centered button closure. The left flap to have a pencil division/opening.

SHIRT LABELING
Each garment shall be identified by permanent size label, manufacturing Wool Product Labeling Number and care and content label.

BUTTONS
To be a melamine button dyed to match the fabric color.

COLOR
Khaki (or equal)

EMBLEM
Mississippi Forestry Commission emblem to be sewn centered above the left chest pocket on each shirt. Emblem consists of one piece, furnished by the Mississippi Forestry Commission. (See Attachment C)

SIZE
Please indicate all available sizes on bid proposal form.

ESTIMATED QUANITY
300 more or less.

SPECIFICATIONS
MEN'S POLO SHIRT

(Corner Stone CS410 style or Equal)

FABRIC
Fabric should be 6.5 oz., or greater, 100% snag-proof polyester, with tag-free label, flat knit collar, 3-button placket with buttons dyed to match fabric.

POCKET
Reinforced dual pen pockets on sleeve. No chest pocket.

EMBLEM
Mississippi Forestry Commission logo (See Attachment D) embroidered at standard position on left chest of garment. The accepted bid winner, for approval by the Mississippi Forestry Commission, should provide a sample of the embroidery.

SIZE
Please indicate all available sizes on bid proposal form.

COLOR
Tan (or equal)
Dark Green (or equal)

SHIRT LABELING
Each garment shall be identified by permanent size label, manufacturing Wool Product Labeling Number and care and content label.

ESTIMATED QUANTITY
300 more or less.

SPECIFICATIONS
LADIES' POLO SHIRT

(Corner Stone CS403 style or Equal)

FABRIC
Fabric should be 6.5 oz., or greater, 100% polyester, with tag-free label, flat knit collar, 3-button placket with buttons dyed to match fabric.

POCKET
No chest pocket.

EMBLEM
Mississippi Forestry Commission logo (See Attachment D) embroidered at standard position on left chest of garment. The accepted bid winner, for approval by the Mississippi Forestry Commission, should provide a sample of the embroidery.

SIZE
Please indicate all available sizes on bid proposal form.

COLOR
Tan (or equal)
Dark Green (or equal)

SHIRT LABELING
Each garment shall be identified by permanent size label, manufacturing Wool Product Labeling Number and care and content label.

ESTIMATED QUANTITY
50 more or less.

SPECIFICATIONS
MENS LONG SLEEVE DRESS SHIRT
(Van Heusen 13V0113 style or Equal)

FABRIC
Fabric should be 60% cotton/40% polyester, Poplin style, wrinkle resistant

COLLAR
Must have button down collar.

SLEEVES
Close with two-button adjustable cuffs.

POCKETS
Reinforced pocket will be in the normal position on the front left chest.

SHIRT LABELING
Each garment shall be identified by permanent size label, manufacturing Wool Product Labeling Number and care and content label.

BUTTONS
To be a melamine button.

SIZE
Please indicate all available sizes on bid proposal form.

COLOR
Periwinkle (or light blue or equal)

EMBLEM
The letters "**MFC**" embroidered at standard position above left chest pocket of garment in a tan color thread. The accepted bid winner, for approval by the Mississippi Forestry Commission, should provide a sample of the embroidery.

ESTIMATED QUANITY
250 more or less.

SPECIFICATIONS
LADIES' LONG SLEEVE DRESS SHIRT
(Van Heusen 13V0114 style or Equal)

FABRIC
Fabric should be 60% cotton/40% polyester, Poplin style, wrinkle resistant, Princess seams

COLLAR
Straight-point collar. No buttons.

SLEEVES
Close with two-button adjustable cuffs.

POCKETS
No pocket.

SHIRT LABELING
Each garment shall be identified by permanent size label, manufacturing Wool Product Labeling Number and care and content label.

BUTTONS
To be a melamine button.

SIZE
Please indicate all available sizes on bid proposal form.

COLOR
Periwinkle (or light blue or equal)

EMBLEM
The letters "**MFC**" embroidered at standard position above left chest pocket of garment in a tan color thread. The accepted bid winner, for approval by the Mississippi Forestry Commission, should provide a sample of the embroidery.

ESTIMATED QUANITY
50 more or less.

SPECIFICATIONS
WORK TROUSERS

(TRU-SPEC 24-7 SERIES Tactical pants or Equal)

FABRIC
Fabric should be 100% cotton canvas

COLOR
Olive Drab (or equal)

SIZE
Please indicate all available sizes on the bid proposal form.

LABELING
Each garment shall be identified by permanent size label, manufacturing Wool Product Labeling Number and care and content label.

ESTIMATED QUANTITY
600 more or less

SPECIFICATIONS
MEN'S UNIFORM DRESS PANTS

FABRIC
Chino blend pant, 65% polyester/35% cotton, 7.5 oz. or greater, weight, moisture wicking, stain and wrinkle resistant.

STYLE
Shall be made on a uniform pattern, having a plain front, button closure and brass zipper

POCKETS:
Two front and two back pockets.

WAISTBAND
Hidden comfort waistband, allowing for 2 inches of stretch.

LABELING
Each garment shall be identified by permanent size label, manufacturing Wool Product Labeling Number and care and content label.

FINISHING AND PRESSING
All loose threads shall be removed. Trousers must be pressed completely and properly.

COLOR
Khaki (or equal)

SIZE
Please indicate all available sizes on the bid proposal form.

ESTIMATED QUANITY
100 more or less.

SPECIFICATIONS
LADIES' UNIFORM DRESS PANTS

FABRIC
Chino blend pant, 65% polyester/35% cotton, 7.5 oz. or greater, weight, moisture wicking, stain and wrinkle resistant.

STYLE
Shall be made on a uniform pattern, having a plain front, button closure and brass zipper

POCKETS:
Two front and one back pockets.

WAISTBAND
Hidden comfort waistband, allowing for 2 inches of stretch.

LABELING
Each garment shall be identified by permanent size label, manufacturing Wool Product Labeling Number and care and content label.

FINISHING AND PRESSING
All loose threads shall be removed. Trousers must be pressed completely and properly.

COLOR
Khaki (or equal)

SIZE
Please indicate all available sizes on the bid proposal form.

ESTIMATED QUANITY
25 more or less.

SPECIFICATIONS
LADIES' UNIFORM DRESS SKIRT

FABRIC
Chino blend pant, 65% polyester/35% cotton, 7.5 oz. or greater, weight, moisture wicking, stain and wrinkle resistant.

STYLE
Shall be made on a uniform pattern, having a plain front, button closure and brass zipper. Should be 25 inches, or greater, in length.

POCKETS:
Two front and one back pockets.

WAISTBAND
Hidden comfort waistband, allowing for 2 inches of stretch.

LABELING
Each garment shall be identified by permanent size label, manufacturing Wool Product Labeling Number and care and content label.

FINISHING AND PRESSING
All loose threads shall be removed. Trousers must be pressed completely and properly.

COLOR
Khaki (or equal)

SIZE
Please indicate all available sizes on the bid proposal form.

ESTIMATED QUANITY
5 more or less.

SPECIFICATIONS
T-SHIRT with POCKET
(Dickies 1144624 style or Equal)

FABRIC
Fabric should be of 100% pre-shrunk cotton, heavyweight 5.5 oz. (or greater) jersey knit, tagless.

POCKET
One pocket on left chest.

EMBLEM
Mississippi Forestry Commission logo (See Attachment E) screen printed in one color at standard position on left chest of garment. The accepted bid winner, for approval by the Mississippi Forestry Commission, should provide a sample of the screen print.

SIZE
Please indicate all available sizes on bid form.

Color
Khaki (or equal)

ESTIMATED QUANTITY
500 more or less

SPECIFICATIONS
LEATHER BELT

DESCRIPTION
Genuine brown leather belt, 1.5 inch wide, brass/gold pin style buckle

SIZE
Please indicate all available sizes on bid proposal form.

SPECIFICATIONS
Lightweight Jacket(s)/Vest

FABRIC

1. 65% polyester and 35% cotton medium weight **twill jacket**.
2. 100% polyester anti-pill polar **fleece jacket**. (Blue Generation or Equal)
3. 100% polyester anti-pill polar **fleece vest**. (Blue Generation or Equal)

DESIGN

1. Hip-length jacket with two side slash pockets with a quilted perma-lining and a zippered front.
2. Hip-length jacket with two front zip pockets, 1 concealed zip chest pocket, inside pocket with hidden zipper for easy left chest embroidery, adjustable bungee drawstring.
3. Hip-length vest with two front zip pockets, 1 concealed zip chest pocket, inside pocket with hidden zipper for easy left chest embroidery, adjustable bungee drawstring.

EMBLEM

Mississippi Forestry Commission logo (See Attachment D) will be embroidered on the left chest on the front of the jacket and/or vest. The accepted bid winner, for approval by the Mississippi Forestry Commission, should provide a sample of the embroidery.

COLOR

1. Dark Brown (or equal)
2. Heather Grey (or equal)
3. Heather Grey (or equal)

SIZE

Please indicate all available sizes on the bid proposal form.

ESTIMATED QUANTITY

100 more or less

Attachment A
Order Form (EXAMPLE)

MISSISSIPPI FORESTRY COMMISSION
Uniform Order Form

Date: **Employee:**

Location: Enter State Office/District Office Location		Size	Length	Qty	Price (ea)	Total Price
Long Sleeve Work Shirt	Khaki or Equal					
Short Sleeve Work Shirt	Khaki or Equal					
Men's Polo Shirt	Dark Green or Equal					
	Tan or Equal					
Women's Polo Shirt (No Pocket)	Dark Green or Equal					
	Tan or Equal					
Men's Long Sleeve Dress Shirt	Periwinkle or Equal					
Women's Long Sleeve Dress Shirt	Periwinkle or Equal					
Work Trousers	Olive Drab or Equal					
Men's Dress Pants (Plain Front)	Khaki or Equal					
Ladies Dress Pants (Plain Front)	Khaki or Equal					
Ladies Dress Skirt	Khaki or Equal					
T-Shirt (Pocket)	Khaki or Equal					
Leather Belt (1.5 inch wide)	Brown or Equal					
Twill Jacket	Dark Brown or Equal					
Men's Lightweight Fleece Jacket	Heather Grey or Equal					
Women's Lightweight Fleece Jacket	Heather Grey or Equal					
Lightweight Fleece Vest	Heather Grey or Equal					

Employee Signature: _____ **Total:** _____

Attachment B

Addresses for Commission Offices

State Office
660 North St., Suite 300
Jackson, Mississippi 39202
Phone: (601) 359-1386

Northeast District
1711 McCullough Boulevard
Tupelo, MS 38802
Phone: (662) 842-5312

Northwest District
1801 Highway 51 South
Grenada, MS 38901
Phone: (662) 226-3321

Capital District
3139 Highway 468
Pearl, MS 39208
Phone: (601) 420-6024

East Central District
14941 Highway 16 West
Philadelphia, MS 39350
Phone: (601) 656-1381

South Central District
2705 Highway 15 South
Bay Springs, MS 39422
Phone: (601) 764-2711

Southeast District
1528 Azalea Drive
Wiggins, MS 39577
Phone: (601) 928-5261

Southwest District
515 County Farm Lane Northeast
Brookhaven, MS 39602-0749
Phone: (601) 833-6621

Attachment C
MFC Logo Patch
Not to Scale

Attachment D
MFC2 Logo
Not to Scale

Attachment E
MFC1 Logo
Not to Scale

Attachement F

MISSISSIPPI FORESTRY COMMISSION
660 NORTH STREET, SUITE 300
JACKSON, MS 39202
APRIL 2015
BID PROPOSAL FORM

LONG SLEEVE WORK SHIRT

MEN'S LONG SLEEVE WORK SHIRT

SIZES	BID PRICE EACH

SAMPLE PROVIDED (please circle): YES NO

LADIES LONG SLEEVE WORK SHIRT

SIZES	BID PRICE EACH

SAMPLE PROVIDED (please circle): YES NO

Attachement F

SHORT SLEEVE WORK SHIRT

MEN'S SHORT SLEEVE WORK SHIRT

SIZES	BID PRICE EACH

SAMPLE PROVIDED (please circle): YES NO

LADIES SHORT SLEEVE WORK SHIRT

SIZES	BID PRICE EACH

SAMPLE PROVIDED (please circle): YES NO

Attachement F

POLO SHIRT

MEN'S POLO SHIRT

SIZES	BID PRICE EACH

SAMPLE PROVIDED (please circle): YES NO

LADIES' POLO SHIRT

SIZES	BID PRICE EACH

SAMPLE PROVIDED (please circle): YES NO

Attachement F

LONG SLEEVE DRESS SHIRT

MEN'S LONG SLEEVE DRESS SHIRT SIZES	BID PRICE EACH

SAMPLE PROVIDED (please circle): YES NO

LADIES' LONG SLEEVE DRESS SHIRT SIZES	BID PRICE EACH

SAMPLE PROVIDED (please circle): YES NO

Attachement F

WORK TROUSERS

MEN'S WORK TROUSERS

SIZES	BID PRICE EACH

SAMPLE PROVIDED (please circle): YES NO

LADIES WORK TROUSERS

SIZES	BID PRICE EACH

SAMPLE PROVIDED (please circle): YES NO

Attachement F

DRESS PANTS (PLAIN FRONT)

MEN'S DRESS PANTS (PLAIN FRONT)

SIZES	BID PRICE EACH

SAMPLE PROVIDED (please circle): YES NO

LADIES' DRESS PANTS (PLAIN FRONT)

SIZES	BID PRICE EACH

SAMPLE PROVIDED (please circle): YES NO

Attachement F

LADIES' UNIFORM DRESS SKIRT

LADIES' DRESS SKIRT SIZES	BID PRICE EACH
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SAMPLE PROVIDED (please circle): YES NO

Attachement F

UNISEX T-SHIRT with POCKET

T-SHIRT WITH POCKET SIZES	BID PRICE EACH

SAMPLE PROVIDED (please circle): YES NO

Attachement F

UNISEX LETAHER BELT

BROWN LEATHER BELT SIZES	BID PRICE EACH
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SAMPLE PROVIDED (please circle): YES NO

Attachement F

UNISEX LIGHTWEIGHT JACKET # 1 (TWILL)

LIGHTWEIGHT JACKET # 1 (TWILL)

SIZES	BID PRICE EACH

SAMPLE PROVIDED (please circle): YES NO

LIGHTWEIGHT JACKET # 2 (FLEECE JACKET)

MEN'S LIGHTWEIGHT JACKET # 2 (FLEECE JACKET)

SIZES	BID PRICE EACH

SAMPLE PROVIDED (please circle): YES NO

LADIES LIGHTWEIGHT JACKET # 2 (FLEECE JACKET)

SIZES	BID PRICE EACH

SAMPLE PROVIDED (please circle): YES NO

Attachement F

UNISEX LIGHTWEIGHT JACKET # 3 (FLEECE VEST)

LIGHTWEIGHT JACKET # 3 (FLEECE VEST)

SIZES	BID PRICE EACH
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SAMPLE PROVIDED (please circle): YES NO

Attachement F

BIDDER NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

_____

CITY, STATE, AND ZIP: _____

PHONE NUMBER: _____

EMAIL: _____