

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

October 2014

INVITATION TO BID

The Mississippi Forestry Commission will accept sealed bids at 660 North Street, Suite 300, Jackson, MS 39202, until 2:30 p.m., Monday, October 20, 2014, to be opened shortly thereafter, for establishing an Agency Contract for the purchase of agency uniforms for a one (1) year period.

General 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 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 (MFC). Each individual sample must be labeled with Bidder's name, manufacturer's brand name and number, and bid item number. Please do not send samples before October 15, 2014.

Samples must be sent separately and prior to bid opening to:

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

SIZES AVAILABLE

Bidder must attach to **Bid Proposal Form (Attachment F)** a list of all sizes available.

OVERSIZE CHARGE

Bidder must attach to **Bid Proposal Form** all industry standard oversize charges of all items listed.

CONTRACT

This document and the winning Bidder's submitted Bid Proposal Form will become the contract between the winning Bidder (Vendor) and MFC. 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 Vendor, and considered by the MFC to be in the best interest of the State of Mississippi and the MFC. There will be one (1) allowance for factory price increases within the one (1) year period (including the twelve (12) month optional renewal period) of the contract. Any renewal will be upon written agreement signed by both the MFC and the Vendor. In addition, any increase in price for factory increases shall be on the consent of the MFC and shall be supported by documented evidence reflecting said factory increases.

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

Bids shall be submitted on the attached **Bid Proposal Form**, signed, and filled in electronically or with black ink, in a sealed opaque envelope, addressed as follows:

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

Indicate in lower left-hand corner of envelope:

BID FOR: UNIFORMS

BID DUE: 2:30 P.M., October 20, 2014

Bids not properly marked in lower left-hand corner and opened by MFC personnel prior to bid opening may be rejected and returned to Bidder.

PREPARATION OF BIDS

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

Price each item separately, unit price shall be shown.

Equal and Similar - 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 and similar items.

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

BID INFORMATION

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.

TAXES

The Mississippi Forestry Commission is exempt from Federal excise taxes, state and local sales or use taxes and bidder must quote prices, which do not include such taxes.

GENERAL CONDITIONS

AWARD

It is the intent of the MFC to award this contract/bid as all or nothing, and all items requested in the bid packet must have a bid price.

SIZING

The Vendor will provide the MFC with on site measuring of employees to ensure the correct size is ordered before the order is placed. The MFC will designate a total of eight (8) sites (seven (7) District Offices and the State Office) and arrange scheduling locations 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 Vendor 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).

ORDERING

An agency order form will be available to Vendor and will be used by individual employees to order desired items as bid. The order form will include a signature so the employee can sign stating that he agrees with the sizing or, if he changes the sizes, he agrees to accept the sizes he 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 Vendor with the bulk of the orders, or a new employee is hired, the Vendor agrees to fill and ship as needed.

BILLING

The Vendor will invoice the MFC per shipment. The invoice will consist of a total amount of the order and a detailed printout of the shipping records.

SHIPPING

The Vendor will package and ship the orders to the MFC 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 Vendor will accept returns as a result of Vendor shipping errors on unworn/unwashed uniforms at no cost to the MFC, within sixty (60) days of receipt of order.

DELIVERY TIME

The Contractor shall be required to maintain or have available an inventory sufficient to make shipment within **sixty (60) days** after receipt of Purchase Order.

DEFAULT OF VENDOR

In case of default of Vendor by not delivering items within 60 days, or not supplying items after award is made, the Vendor will be removed from the Qualified Bidders List for a period of not more than, nor less than, 24 months.

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

The award will be made on the basis of the lowest OR best bid. Factors to be considered in determining the best 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 similar)

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 WPL # & care and content label.

BUTTONS

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

COLOR

Khaki

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: MFC Logo Patch)

SIZE

Please indicate all available sizes on bid proposal form for Men and Women's sizes.

WARRANTY

One year against workmanship or fabric defects.

ESTIMATED QUANTITY

300 more or less.

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

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 WPL # & care and content label.

BUTTONS

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

COLOR

Khaki

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: MFC Logo Patch)

SIZE

Please indicate all available sizes on bid proposal form for Men and Women's sizes.

WARRANTY

One year against workmanship or fabric defects.

ESTIMATED QUANTITY

300 more or less.

SPECIFICATIONS
MEN'S POLO SHIRT
(Corner Stone CS410 style or similar)

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: MFC2 Logo) 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 for Men and Women's sizes.

COLOR

Tan (or similar)
Dark Green (or similar)

SHIRT LABELING

Each garment shall be identified by permanent size label, manufacturing WPL # & care and content label.

WARRANTY

One year against workmanship or fabric defects.

ESTIMATED QUANTITY

300 more or less.

SPECIFICATIONS
LADIES' POLO SHIRT
(Corner Stone CS403 style or similar)

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: MFC2 Logo) 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 for Men and Women's sizes.

COLOR

Tan (or similar)

Dark Green (or similar)

SHIRT LABELING

Each garment shall be identified by permanent size label, manufacturing WPL # & care and content label.

WARRANTY

One year against workmanship or fabric defects.

ESTIMATED QUANTITY

50 more or less.

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

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, lot #, manufacturing WPL # & care and content label.

BUTTONS

To be a melamine button.

SIZE

Please indicate all available sizes on bid proposal form for Men and Women's sizes.

WARRANTY

One year against workmanship or fabric defects.

COLOR

Periwinkle (or light blue)

EMBLEM

The name "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 QUANTITY

250 more or less.

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

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, lot #, manufacturing WPL # & care and content label.

BUTTONS

To be a melamine button.

SIZE

Please indicate all available sizes on bid proposal form for Men and Women's sizes.

WARRANTY

One year against workmanship or fabric defects.

COLOR

Periwinkle (or light blue)

EMBLEM

The name "**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 QUANTITY

50 more or less.

SPECIFICATIONS MEN'S WORK TROUSERS

FABRIC

Fabric should be 100% cotton canvas

DESIGN

TRU-SPEC 24-7 SERIES Men's Tactical pants.

COLOR

Olive Drab

SIZE

Please indicate all available sizes on the bid proposal form for Men and Women's sizes.

LABELING

Each garment shall be identified by permanent size label, manufacturing WPL # & care and content label.

WARRANTY

One year against workmanship or fabric defects.

ESTIMATED QUANTITY

600 more or less

SPECIFICATIONS LADIES' WORK TROUSERS

FABRIC

Fabric should be 100% cotton canvas

DESIGN

TRU-SPEC 24-7 SERIES Ladies' Tactical pants.

COLOR

Olive Drab

SIZE

Please indicate all available sizes on the bid proposal form for Men and Women's sizes.

LABELING

Each garment shall be identified by permanent size label, manufacturing WPL # & care and content label.

WARRANTY

One year against workmanship or fabric defects.

ESTIMATED QUANTITY

100 more or less

SPECIFICATIONS
MEN'S UNIFORM DRESS PANTS
PLAIN and PLEATED FRONT

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 or pleated 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 WPL # & care and content label.

FINISHING AND PRESSING

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

COLOR

Khaki

SIZE

Please indicate all available sizes on the bid proposal form for Men and Women's sizes.

ESTIMATED QUANTITY

100 more or less.

SPECIFICATIONS
LADIES' UNIFORM DRESS PANTS
PLAIN and PLEATED FRONT

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 or pleated 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 WPL # & care and content label.

FINISHING AND PRESSING

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

COLOR

Khaki

SIZE

Please indicate all available sizes on the bid proposal form for Men and Women's sizes.

ESTIMATED QUANTITY

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 WPL # & care and content label.

FINISHING AND PRESSING

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

COLOR

Khaki

SIZE

Please indicate all available sizes on the bid proposal form for Men and Women's sizes.

ESTIMATED QUANTITY

5 more or less.

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

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: MFC1 Logo) 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 for Men and Women's sizes.

Color

Khaki (or similar color)

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 for Men and Women's sizes.

SPECIFICATIONS

Lightweight Jacket(s)/Vest

FABRIC

1. 65% polyester and 35% cotton medium weight twill jacket.
2. 100% polyester anti-pill polar fleece jacket.
3. 100% polyester anti-pill polar fleece vest.

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: MFC2 Logo) 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
2. Heather Grey (or similar)
3. Heather Grey (or similar)

SIZE

Please indicate all available sizes on the bid proposal form for Men and Women's sizes.

WARRANTY

One year against workmanship or fabric defects.

ESTIMATED QUANTITY

100 more or less

**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				
Short Sleeve Work Shirt	Khaki				
Men's Polo Shirt	Dark Green				
	Tan				
Women's Polo Shirt (No Pocket)	Dark Green				
	Tan				
Men's Long Sleeve Dress Shirt	Periwinkle				
Women's Long Sleeve Dress Shirt	Periwinkle				
Work Trousers (Men)	Olive Drab				
Work Trousers (Women)	Olive Drab				
Men's Dress Pants (Plain Front)	Khaki				
Men's Dress Pants (Pleated Front)	Khaki				
Ladies Dress Pants (Plain Front)	Khaki				
Ladies Dress Pants (Pleated Front)	Khaki				
Ladies Dress Skirt	Khaki				
T-Shirt (Pocket)	Khaki				
Leather Belt (1.5 inch wide)	Brown				
Lightweight Jacket (Twill)	Dark Brown				
Men's Lightweight Fleece (Jacket)	Heather Grey				
Women's Lightweight Fleece (Jacket)	Heather Grey				
Lightweight Fleece (Vest)	Heather Grey				

Employee _____ **Signature:** _____ **Total:** _____

Attachment B

Addresses for Mississippi Forestry 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



MISSISSIPPI FORESTRY COMMISSION
660 NORTH STREET, SUITE 300
JACKSON, MS 39202
SEPTEMBER 2014
BID PROPOSAL FORM

LONG SLEEVE WORK SHIRT

LONG SLEEVE WORK SHIRT
SIZES

BID PRICE EACH

LADIES' LONG SLEEVE WORK SHIRT (if available)

SIZES

BID PRICE EACH

SAMPLE PROVIDED (please circle):

YES

NO

SHORT SLEEVE WORK SHIRT

SHORT SLEEVE WORK SHIRT
SIZES

BID PRICE EACH

LADIES' SHORT SLEEVE WORK SHIRT (if available)

SIZES

BID PRICE EACH

SAMPLE PROVIDED (please circle):

YES

NO

POLO SHIRT

MEN'S POLO SHIRT
SIZES

BID PRICE EACH

Attachment F

LADIES' POLO SHIRT

SIZES

BID PRICE EACH

SAMPLE PROVIDED (please circle):

YES

NO

LONG SLEEVE DRESS SHIRT

MEN'S LONG SLEEVE DRESS SHIRT

SIZES

BID PRICE EACH

LADIES' LONG SLEEVE DRESS SHIRT

SIZES

BID PRICE EACH

SAMPLE PROVIDED (please circle):

YES

NO

WORK TROUSERS

MEN'S WORK TROUSERS

SIZES

BID PRICE EACH

LADIES' WORK TROUSERS

SIZES

BID PRICE EACH

SAMPLE PROVIDED (please circle):

YES

NO

Attachment F

DRESS PANTS (PLAIN FRONT)

MEN'S DRESS PANTS (PLAIN FRONT)

SIZES

BID PRICE EACH

LADIES' DRESS PANTS (PLAIN FRONT)

SIZES

BID PRICE EACH

SAMPLE PROVIDED (please circle):

YES

NO

DRESS PANTS (PLEATED FRONT)

MEN'S DRESS PANTS (PLEATED FRONT)

SIZES

BID PRICE EACH

LADIES' DRESS PANTS (PLEATED FRONT)

SIZES

BID PRICE EACH

SAMPLE PROVIDED (please circle):

YES

NO

LADIES' UNIFORM DRESS SKIRT

LADIES' DRESS SKIRT

SIZES

BID PRICE EACH

SAMPLE PROVIDED (please circle):

YES

NO

Attachment F

T-SHIRT with POCKET

T-SHIRT WITH POCKET

SIZES

BID PRICE EACH

SAMPLE PROVIDED (please circle):

YES

NO

LETAHER BELT

BROWN LEATHER BELT

SIZES

BID PRICE EACH

SAMPLE PROVIDED (please circle):

YES

NO

LIGHTWEIGHT JACKET # 1 (TWILL)

MEN'S LIGHTWEIGHT JACKET # 1 (TWILL)

SIZES

BID PRICE EACH

LADIES' LIGHTWEIGHT JACKET # 1 (TWILL) (if available)

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

Attachment F

LADIES' LIGHTWEIGHT JACKET # 2 (FLEECE JACKET) (if available)

SIZES

BID PRICE EACH

SAMPLE PROVIDED (please circle):

YES

NO

LIGHTWEIGHT JACKET # 3 (FLEECE VEST)

MEN'S LIGHTWEIGHT JACKET # 3 (FLEECE VEST)

SIZES

BID PRICE EACH

LADIES' LIGHTWEIGHT JACKET # 3 (FLEECE VEST) (if available)

SIZES

BID PRICE EACH

SAMPLE PROVIDED (please circle):

YES

NO

BIDDER NAME: _____

ADDRESS: _____

CITY, STATE, AND ZIP: _____

PHONE NUMBER: _____

EMAIL: _____

CONTACT PERSON: _____