



Invitation for Bid
Uniform Services, Housekeeping Equipment and Supplies
IFB # 2019-02

Ms. Stephanie Malcom called the Pre-Bid meeting for the Uniform Services, Housekeeping Equipment and Supplies to order on Tuesday, February 26 at 9:30 a.m. She thanked the attendees for attending.

Ms. Malcom explained that we will go through the actual bid document, instructions and then open the meeting for questions at the end.

Ms. Malcom stated the reason for the Pre-bid meeting and went through the schedule of the bid which is located on page 6.

Ms. Shoun Reese explained that the board has approved a dollar amount for this bid process. As soon as the bids are opened and we can vet the vendor, an award will be made.

Ms. Malcom proceeded with the Scope of Work located on page 8. Ms. Malcom made a point to identify the clarification that the Enhanced Visibility is acceptable and that ANSI II is not required. Ms. Malcom also pointed out the change to Unisex uniforms instead of women only uniforms. Lastly, Ms. Malcom explained the alternative size for the charcoal floor mats of 3ft x 5ft.

Ms. Malcom continued with the Agreement Period, Bid Submission Instructions and Right of Selection/Rejection located on page 12 of the bid document.

Ms. Malcom proceeded with the Evaluation and Selection section reminding attendees of no contact, total and best and final price including responsible and responsive bidders.

Ms. Malcom discussed no advance payment of contract before moving on to listing the various required and optional attachments that will need to be included with the proposal which are list on page 29 of the bid document.

Ms. Reese clarified that the attorney signature does not need to be an original signature.

Ms. Malcom pointed out the changes on the price schedule that again the ANSI II is not required and that unisex uniforms can replace women uniforms.

Ms. Malcom then asked from the attendees if there were any questions.

Questions from Attendees:

1. The uniforms need to be high visibility now?

Answer: Yes. They work on buses on the road and we are trying to improve their visibility. They have high vis markings. The whole uniform is not high visibility.



2. Are the uniforms a denim material?

Answer: It is a uniform type, cotton duck type of material. It is a poly-bend.

3. Are the questions due by 2:00 p.m. tomorrow?

Answer: Yes. If you have any concerns with the bid, have questions about anything in the bid document, please put it in writing, in an email, and send it to Ms. Malcom so that we are able to consider and address anything that you send to us in regards to issues with the bid document. If you would also like to request an approved equal or changes to any of the terms in the procurement, please submit them to Ms. Malcom. We want to encourage bidders to participate.

Ms. Malcom thanked the attendees for attending the Pre-Bid.

The Pre-Bid meeting was concluded at 9:54 a.m.