



## Request for Quotation

Date: 08/30/2024

Quotation Number: Uniform Clothing Program RFP

Specification/Quotation Documents For: Uniform Clothing Program RFP

RFQ Due Date: 09/24/2024 @ 02:00 pm

**Any questions must be emailed to [purchasing@brightridge.com](mailto:purchasing@brightridge.com). Last day for questions is September 10<sup>th</sup>, 2024.**

**Please email [purchasing@brightridge.com](mailto:purchasing@brightridge.com) if you would like a copy of the Clothing Price Template**

*To avoid any delay, we encourage you to send responses ahead of the deadline. Responses will not be opened until the stated date and time.*

## **Section 1 – Invitation to Bidders**

Sealed bids will be received by BrightRidge until due date and time, then bids will be opened and publicly read. Bidders may participate in the public bid reading by contacting BrightRidge Purchasing at least two hours prior the bid opening time stated on the specific bid. Bidders making this request will receive a conference call number and a participant code. BrightRidge Purchasing contact information: [purchasing@brightridge.com](mailto:purchasing@brightridge.com) or call 423-952-5161.

All bids must be delivered at the vendor's sole risk as shown in this request for quotation as per Section 2 Instructions to Bidders. BrightRidge is not obligated to accept quotations received after the date and time stated.

Exceptions, if any, will be considered in the quotation evaluation in determining the successful vendor. Vendor must provide supporting documentation with its quotation for any exceptions.

BrightRidge reserves the right to reject any or all quotations, to reject any bid that contains prices for individual items or services that are inconsistent or unrealistic when compared to other prices in the same or other bids, to waive any and all informalities and/or irregularities in the quotation, to negotiate and/or renegotiate with any vendor the terms of its quotation, and to accept any quotation which in its opinion may be in the best interest of BrightRidge. This Request does not commit BrightRidge to pay any costs incurred in the preparation of a proposal or to procure or to contract for service. BrightRidge reserves the sole discretion to withdraw this Request in its entirety at any time without prior notice.

Information provided in this Request is intended solely to assist the respondent in preparing a Quotation. To the best of BrightRidge's knowledge, the information provided is accurate, however, there is no warranty expressed or implied.

Quotations may be held by BrightRidge for a period not to exceed sixty (60) days from the due date of the quotations for the purpose of evaluating the quotations or investigating the qualifications of the vendors, prior to awarding of the order. All quotations shall remain effective for at least sixty (60) days after the due date.

Each vendor's quotation shall constitute an offer to sell the goods or services sought by this Request for Quotation. The award shall be made by execution of a contract mutually agreed upon by both parties.

***BrightRidge is a trade name of the Johnson City Energy Authority.***

***Questions about the integrity or fairness of the sealed bid process contact:  
Purchasing at 423-952-5161 or email [purchasing@brightridge.com](mailto:purchasing@brightridge.com)***



## **Section 2 – Instructions to Bidders**

Each Bidder shall carefully examine all specifications, drawings, and other contract documents to familiarize themselves with all the requirements, terms and conditions thereof. Any information relating to the work furnished by the Owner or others, or failure to make these examinations shall in no way relieve any Bidder from the responsibility of fulfilling all the terms of the contract, if awarded a contract.

No payment will be made for items not set up in the quotation, unless otherwise provided by contract amendment. All Bidders are cautioned that they should include in the prices quoted for the various bid items all necessary allowances for the performance of all work required for the satisfactory completion of the project.

### **REQUIREMENTS FOR A DIGITAL PROPOSAL/BID SUBMISSION**

- **Bids should be clearly identified as:**  
**Bid Enclosed and Your Company Name**  
**BrightRidge Quotation Number: Uniform Clothing Program RFP**  
**Name of the Request: Uniform Clothing Program RFP**  
**Due:09/24/2024 at 2PM EST**
- Send an email with an attached PDF of the digital bid including all required documents listed below to: [SEALEDBIDS@BRIGHTRIDGE.COM](mailto:SEALEDBIDS@BRIGHTRIDGE.COM). BrightRidge quotation number should be listed in the email subject line. Documents may be combined and sent as one PDF and cannot exceed 50MB in size. An automatic delivery receipt is sent indicating that the bid email has been delivered to [sealedbids@brightridge.com](mailto:sealedbids@brightridge.com)
- Digital Proposal/Bids (hereafter called bids) received after the stated due date and time will be disqualified. BrightRidge will not open the bid submission email or any attachment until the due date and time stated for this sealed bid, this is to maintain the integrity of the sealed bid process
- Send a **SEPARATE EMAIL**, indicating that you have submitted a digital bid also include quotation number in the subject to: [PURCHASING@BRIGHTRIDGE.COM](mailto:PURCHASING@BRIGHTRIDGE.COM). **DO NOT ATTACH A COPY OF YOUR BID TO THIS EMAIL!**
- No fax or physically delivered sealed bids will be accepted. **Bids must be digital.** Bidders from small & minority owned businesses needing to make alternative arrangements for physical delivery may call purchasing at 423-952-5161 or 423-952-5000.

Note:

Any bidder that submits a bid to BrightRidge of at least \$250,000 or more that provides services, supplies, information technology or construction must certify that it is not currently engaged in, and will not for the duration of this Agreement engage in, a boycott of Israel as defined by Tenn. Code Ann. §12-4-119.



**CHECKLIST FOR REQUIRED PAGES TO INCLUDE  
FROM BRIGHTRIDGE BID PACKAGE**

**NOTE: FAILURE TO SUBMIT THESE PAGES WILL RESULT  
IN DISQUALIFICATION OF BID**

- **Completed Pricing Sheet**
- **Response to RFP questions**
- **Detailed List of Scope of Services**
- **Signed RFP document**
- **List of References (minimum of 3)**
- **Quote must be in same order and unit of measurement requested or bid may be disqualified**
- **Section 3-Quotation Information Form**
- **Specification Exception Form**
- **No Bid Questionnaire – If applicable**
- **Business and Taxpayer Identification or W9 form – for NEW vendors**



### **Contract**

BrightRidge reserves the right to accept or reject any or all bids or portions thereof. Vendors may bid multiple options, unless otherwise stated.

**Vendors must complete the BrightRidge Request for Quotation Form, if applicable and included in the request for quotation. As a backup, a vendor may include their company quote form, however, items must be quoted in the same order and in the unit of measure requested on the BrightRidge Request for Quotation form, a no-bid line needs to be included also in the order of our request if not bidding on an item.**

### **Delivery**

The price bid will be FOB Johnson City, Tennessee, at the location specified below. The bid price shown will be the full charge, including all applicable taxes, surcharges and other incidental fees, shipping charges included.

#### **Delivery Site:**

BrightRidge  
Shipping/Receiving Entrance  
2610 Boones Creek Rd  
Johnson City, TN 37615

### **Invoicing**

Unless otherwise stated, submit invoices upon delivery or pickup to [ap@brightridge.com](mailto:ap@brightridge.com). The invoice must include an itemization of all items, supplies, repairs, or labor furnished, including unit list price, net price, extensions, and total amount due.

### **Payment**

Unless otherwise stated, payment will be made within thirty (30) days of the completion of delivery of all items or services in acceptable condition to BrightRidge and receipt of invoice, whichever is later.

### **Taxes and Fees**

BrightRidge is exempt from all Sales and Federal Excise Taxes please quote less these taxes.

BrightRidge is not responsible for financial or legal obligations of the bidders that may include bond premiums, fees, insurance, licenses, permits, taxes, tariffs, or other costs of compliance, unless agreed to in writing by BrightRidge. Taxes may include federal, state, or local taxes or levies. Particular attention should be given to bids that provide construction, installation, and maintenance services that utilize the materials and supplies purchased by BrightRidge. BrightRidge does not pay Tennessee sales and use tax when materials, supplies, and equipment are purchased. If the Bidder wants information about the value of the items that will be used, contact BrightRidge Purchasing. Make a note of Tennessee Code Annotated 67-6-209 section (b) and (e).

If the Bidder wishes to recoup obligations they owe as a result of work performed for BrightRidge, the Bidder must include them in the quotation price. Otherwise, the Bidder should not expect additional payment from BrightRidge for these obligations.

### **Equal Employment Opportunity Clause**

To the extent not exempt therefrom, the vendor/subcontractor designated herein agrees to in all respects comply with and abide by the provisions of Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, each as amended, and applicable implementing Regulations, including the Equal Employment Opportunity Clause referred to at 41 C.F.R. § 60-1.4, 41 C.F.R. § 60-741.5, and 41 C.F.R. § 60-250.5, as well as those otherwise appearing at 41 C.F.R. § 60-1, et seq., 41 C.F.R. § 60-741.1, et seq., and 41 C.F.R. § 60-250.1, et seq., each as amended.



### **Section 3 – Quotation Information**

The successful contractor agrees to indemnify, investigate, protect, defend, and save harmless BrightRidge, its officials, officers, agents, and employees from any and all third-party claims and losses accruing or resulting from bodily injury or damage to property caused by the successful contractor in performance of this contract.

The successful contractor also agrees to indemnify, investigate, protect, defend, and save harmless BrightRidge, its officials, officers, agents, and employees from any and all third-party claims and losses accruing or resulting from bodily injury or damage to property caused by the successful contractor's sub-contractors, suppliers, laborers, and any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies to the successful contractor in connection with the performance of this contract.

If the successful contractor supplies products it manufactures (in whole or in part), the successful contractor agrees to indemnify BrightRidge, its officials, officers, agents, and employees from any and all third-party claims and losses accruing or resulting from bodily injury or damage to property caused by the failure of such products.

If the successful contractor only supplies products manufactured by others, the successful contractor is not obligated to indemnify BrightRidge for a failure of any such products manufactured by others. If the successful contractor only supplies products manufactured by others, the successful contractor agrees to cooperate with BrightRidge and take all reasonable steps to assist BrightRidge in making claims against any such product's manufacturer for any such product's failure.

In any case, the foregoing provisions concerning indemnification shall not be construed to indemnify BrightRidge from damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of BrightRidge or its employees. This indemnification shall survive the expiration or early termination of this contract.

**The undersigned acknowledges: That he/she is an authorized agent of the vendor submitting this quotation. The receipt of the following addenda (if any). The provision of the indemnification agreement.**

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_  
\_\_\_\_\_

**Taxpayer ID:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Mobile Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Primary Point of Contact:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Date of Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Printed or Typed Name:** \_\_\_\_\_



**FAILURE TO SUBMIT THIS COMPLETED FORM WITH YOUR BID SUBMISSION  
MAY RESULT IN YOUR BID BEING REJECTED AS UNRESPONSIVE.**

## **BrightRidge Specifications Exception Form**

In the interest of fairness and sound business practice, it is mandatory that you state any exceptions taken by you to our specifications.

It should not be the responsibility of BrightRidge to ferret out information concerning the materials which you intend to furnish.

If your bid/quotation does not meet all of our specifications, you must so state in the space provided below.

Bids on equipment, vehicles, supplies, services, and materials not meeting specifications may be considered by BrightRidge, however, all deviations must be listed below.

I do meet specifications.

Signature: \_\_\_\_\_

I do not meet specifications. *Exceptions are in the space provided.*

Signature: \_\_\_\_\_

**FAILURE TO SUBMIT THIS COMPLETED FORM WITH YOUR BID SUBMISSION  
MAY RESULT IN YOUR BID BEING REJECTED AS UNRESPONSIVE.**

**Exceptions (please list below and specify exceptions)**



# No Bid Questionnaire

BrightRidge  
Attn: Purchasing  
2600 Boones Creek Rd  
Johnson City, TN 37615

Quotation Number: Uniform Clothing  
Program RFP

If you choose not to bid, please complete the questionnaire below and return it with your response by the bid opening date. Your assistance in helping us to analyze no bid rationale is very much appreciated.

For the following reason(s) we are submitting a no bid:

\_\_\_\_\_ Item not supplied by our company.

\_\_\_\_\_ Bid specifications (e.g. too restricted, not clear, etc.) Please explain.  
\_\_\_\_\_

\_\_\_\_\_ Profit margin on municipal bids is too low.

\_\_\_\_\_ Past experience with BrightRidge (e.g. payment delay, bid process, administrative problems, etc.) Please explain. \_\_\_\_\_

\_\_\_\_\_ Insufficient time allowed to prepare and respond to bid request.

\_\_\_\_\_ Bid requirement  Too Large or  Too Small for our company.

\_\_\_\_\_ Priority of other business opportunities limit time/other resources available to deliver or perform according to bid specifications.

\_\_\_\_\_ Other reason(s). Please explain. \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed/Typed Name)

Title: \_\_\_\_\_ Date: \_\_\_\_\_





# BrightRidge

## Business and Taxpayer Identification Information

This Business is operating as a:

Individual/Sole Proprietor or Single Member LLC    Partnership    Trust/Estate

C Corporation    S Corporation

Limited Liability Company

(Enter the tax classification (C=Corporation, S=S Corporation, P=Partnership) \_\_\_\_\_)

Other (please describe) \_\_\_\_\_

Licensed or otherwise authorize to business by the state of: \_\_\_\_\_

Taxpayer Identification Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Or

Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Legal Name: (as shown on your income tax return)

\_\_\_\_\_

Doing Business as Name: (DBA)

\_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Note:**

*If applicable, your bid may be rejected if you do not complete and submit this page and/or a W-9 with your bid. Checks in payment of obligations by BrightRidge will be made payable to your legally issued name unless you state a DBA. Federal Tax reporting, if required, will also be in your legal name.*



BRIGHTRIDGE will award the bid for a three-year period with the option to extend for two one-year terms. The new contract will start October 1<sup>st</sup>, 2024. Employees will make purchases with their allowance awarded on July 1, 2024, and run through the last order to be completed prior to June 30, 2025.

BRIGHTRIDGE has the option to cease service with the vendor for any reason with a 30-day written notice provided.

### **SCOPE OF SERVICES**

The successful bidder will provide the following services:

1. The selected vendor provides embroidering services to all shirts, coats, jackets, and bibs using fire-resistant embroidery thread on all FR-rated garments. The required BRIGHTRIDGE logo will be embroidered on these items before being shipped to BRIGHTRIDGE. All embroidery shall be done in such a manner and in accordance with the manufacturer's recommendations so that it does not affect the flame-retardant properties of the garment. The logo must be embroidered over the left chest pocket area. BRIGHTRIDGE will provide the artwork for the logo. **The cost for embroidery should be included in the submitted cost for clothing and related products and not a separate cost.**

Employee's name (first name) may be embroidered over the right chest pocket area.

Quote prices for embroidery of employee name \_\_\_\_\_

Indicate your agreement and acceptance of this requirement by initialing \_\_\_\_\_

Describe how you plan to fulfill the requirements of this section.

2. The selected vendor may be required to provide fitting dates at BRIGHTRIDGE in a number that will meet the needs of BRIGHTRIDGE and on dates that are acceptable to BRIGHTRIDGE. Vendor shall use a method to assure a proper fit. **Cost for this shall be included in submitted cost for clothing and related products and not a separate cost.**

Indicate your agreement and acceptance of this requirement by initialing \_\_\_\_\_

Describe how you plan to fulfill the requirements of this section.

3. The selected vendor will provide all current and future employees in the program with a custom color product catalog/brochure that contains a complete listing of all the clothing and products specified. Catalogs/brochures should include pricing, per the bid, for each item. This catalogue shall be updated as changes are made by the vendor with revised copies provided to BRIGHTRIDGE. **Cost for the catalogue shall be included in submitted costs for clothing and related products and not a separate cost.**

Indicate your agreement and acceptance of this requirement by initialing \_\_\_\_\_

Describe how you plan to fulfill the requirements of this section.

4. The selected vendor shall provide a mail order service for clothing, products, and services specified in this bid. **Cost for this shall be included in submitted costs for clothing and related products and not a separate cost.**

Indicate your agreement and acceptance of this requirement by initialing \_\_\_\_\_

Describe how you plan to fulfill the requirements of this section.

5. Delivery of products shall be through a traceable/insured delivery service. Orders shall be delivered to BRIGHTRIDGE. **Delivery cost for this shall be included in submitted cost for clothing and related products and not a separate cost.**

Indicate your agreement and acceptance of this requirement by initialing \_\_\_\_\_

Describe how you plan to fulfill the requirements of this section.

6. Selected vendor shall also provide an allowance tracking method. This method should show the employee's remaining allowance and history of purchases. Selected vendor shall provide a customer service number which can be used to check the status of orders and to resolve any issues. If an item is back ordered, the administrator should be notified before the order is finalized. Vendors should indicate whether there is a cost for a tracking method. **Cost for this shall be included in submitted costs for clothing and related products and not a separate cost.**

Indicate your agreement and acceptance of this requirement by initialing \_\_\_\_\_

Describe how you plan to fulfill the requirements of this section. Include information on how back orders are handled.

7. Ordering product(s) shall be available through phone, internet, facsimile, or e-mail.

Indicate your agreement and acceptance of this requirement by initialing \_\_\_\_\_

Describe how you plan to fulfill the requirements of this section. Include information on how back orders are handled.

8. All ordered products should be received by BRIGHTRIDGE within a reasonable time frame of order placement. Every order shall also include instructions on proper care and laundering of the garments. **Cost of this shall be included in submitted costs for related products and not a separate cost.**

Indicate your agreement and acceptance of this requirement by initialing \_\_\_\_\_

Describe how you plan to fulfill the requirements of this section.

9. Defective items, non-complying items or items shipped in error that are not worn or washed shall be eligible to be returned within 30 days. All items shipped shall be provided a prepaid postage label for returning the item(s) to the vendor. **Cost for this shall be included in submitted cost for clothing and products and not a separate cost.**

Indicate your agreement and acceptance of this requirement by initialing \_\_\_\_\_

Describe how you plan to fulfill the requirements of this section.

### **Protective Clothing Quotes**

Cost of the clothing must be submitted on the attached sheets. Pricing should be quoted for every available size. If pricing is given for a range of sizes, please note that only those prices will be allowed. If additional costs are associated for odd sizes, tall sizes, longer pant sizes, etc please indicate so. If sizes are submitted by alpha sizes (S, M, L, etc.), a chart should be provided that describes their numerical counterpart (i.e. S= 26"-30" waist/ 14"-15" neck/ 34"-38" chest). Please make sure available sizes are not omitted in the gaps between sizes (i.e. S = 26"-30", M = 32"-36" (31"?) ). Provide copies of the manufacturer's catalogue(s) in which the items are listed and described. Quotes shall include the cost of all services mentioned above. The brands of protective clothing that shall be considered in this proposal are Carhartt or comparable.

## **EVALUATION CRITERIA**

Each proposal will be evaluated by the selection committee to determine if it meets the minimum criteria and the degree to which the proposal is responsive to the requirements of this document.

The following criteria will be used to evaluate proposals:

- Cost of products and services
- Comfort of clothing
- Level of Scope of Services
- Quality of products
- References (minimum of 3)

## **BACKGROUND INFORMATION**

BrightRidge serves over 82,000 customers within Washington, Sullivan, Carter, and Greene counties in Northeast TN. BRIGHTRIDGE is a not-for-profit, public power provider and is the tenth largest of the TVA's 153 electricity distributors. BrightRidge also offers a wide variety of energy services and programs to its residential and commercial customers to include telecommunications.