

Date: Friday, March 15, 2024
From: Jennifer Severson, Grants & Compliance Manager
Subject: Bid Prices for Uniforms & Uniform Cleaning

To Whom It May Concern:

The enclosed materials are being submitted to your firm requesting bid prices for goods and services. The bid proposal form and bid documents are also available for download at the following website address: <http://www.lakeareatech.edu/bids>. All items available through your business must be quoted as F.O.B. Watertown, SD. This is a request for prices only and is not an order for shipment.

The bid opening is scheduled on Wednesday, March 27, 2024, at 3 p.m. in Conference Room 420 in the Lake Area Tech Student Center and is open to the public. Please submit the bid proposal form and supporting documentation in a sealed envelope with the bidder name and address and either "**Uniform Bid**" clearly identified on the envelope prior to the bid opening date and time to:

Jennifer Severson, Grants & Compliance Manager
Lake Area Technical College
1201 Arrow Avenue
PO Box 730
Watertown, SD 57201

Thank you for your interest.



Jennifer Severson



**WATERTOWN SCHOOL DISTRICT NO. 14-4
1201 ARROW AVENUE, P.O. BOX 730
WATERTOWN, SOUTH DAKOTA 57201**

BID PROPOSAL FORM – Uniforms

As per the General and Detailed Bid Specifications provided by the Watertown School District in reference to the purchase of uniforms and/or uniform cleaning services for Lake Area Technical College’s academic programs, our company offers the following bid, which will remain in effect for a minimum of 45 days from the bid opening date of Wednesday, March 27, 2024, at 3 p.m. The following prices are F.O.B. Watertown, SD, unless specified otherwise.

BASE BID(S):

LATC intends to purchase uniforms and uniform cleaning services for the college’s academic programs. Bidders may provide a bid for one or more of the opportunities listed in the Bid Worksheet. Refer to attached General and Detailed Specifications for more details. *Items should be bid on a per item basis, quantity of one (1). Quantities listed are for bidder’s reference and may change based on student enrollment.*

Documents Included:

- Bid Worksheet - Uniforms
- Alternative Uniform Proposal (Optional)
- Uniform Cleaning, Repair and Replacement Proposal (Optional)

Notes in relation to the attached bid submission(s):

SUBMITTED BY:

Company _____

Address _____

City/State/Zip _____

Contact Name _____ Title _____

Phone _____ Email _____

Submission Date _____

GENERAL SPECIFICATIONS

March 15, 2024

1. Sealed bids for furnishing a uniforms and uniform cleaning services will be received by the School Board of Watertown School District No. 14-4 of Codington County, South Dakota, up until 3 p.m. on Wednesday, March 27, 2024, at the Administrative Offices at the Lake Area Technical College, 1201 Arrow Ave., PO Box 730, Watertown, South Dakota. Please contact Jennifer Severson, Grants & Compliance Manager, at (605) 882-5284, ext 253, for any questions you may have regarding the bid documents or process. All bids will be opened and tabulated at said time, referred for study and acted upon by the School Board at its next scheduled meeting.
2. Bidding Form: The School Board requests that bidders use the Bid Proposal Form and Bid Worksheet as prepared by the School District which is entitled "BID PROPOSAL FORM – Uniforms" and "BID WORKSHEET – Uniforms." Bidders will be furnished with an electronic copy of said forms upon request. The bid proposal form and bid documents are also available for download at the following website address: <http://www.lakeareatech.edu/bids>. Please complete and return one (1) copy to Jennifer Severson, Grants & Compliance Manager, 1201 Arrow Avenue, PO Box 730, Watertown, South Dakota 57201. **Bidder should clearly identify on the envelope the bidder name and address and the words "Uniform Bid."**
3. Addenda/Revisions: In the event that it becomes necessary to clarify or revise this Bid Memo, Specifications and/or Attachments, such clarification or revision will be by addendum. Any addenda will become part of the bid package and any contract awarded as a result of the bid opening. All addenda will be available at the following website address: <http://www.lakeareatech.edu/bids>. There are no designated dates for release of addenda. Interested bidders should check the bids website on a daily basis from time of bid package posting through bid opening. It is the sole responsibility of the bidder to be knowledgeable of all addenda related to this procurement.
4. Equal Clause: Where names and model numbers of certain manufacturer's items are mentioned in the Specifications or Bid Proposal Form, other names and style numbers of like nature, utility or merit, may be submitted; but the bidder must furnish complete data to show that their items are equal to that specified. The School Board reserves the right to determine whether the items are of equal value to the items as specified and the right to determine and select the items it feels are most suitable to the needs of the District. If bidder is bidding a different item than the specified, the bidder shall indicate the make and style numbers of like nature, utility or merit may be submitted; but the bidder must furnish complete data to show that their items are equal to that specified.
5. Awarding of Contracts: The board reserves the right to contract with the lowest responsible bidder whose unit bid price per item is lowest. Bidders are requested to extend the unit bid price per item to the total price per item for the quantity specified in the space provided on the Bid Proposal Form.
6. Termination Upon Notice: Following sixty (60) days' written notice, either party may terminate the contract without penalty.
7. Time of Delivery: Goods and services shall be rendered as assigned from July 1, 2024, to June 30, 2025, with the option to renew the contract for up to 3 years total. Successful bidder must coordinate deliveries and service schedules with LATC. All items shall be F.O.B. Watertown, South Dakota, unless specified otherwise.

8. Guarantee: The successful bidder shall guarantee said items against defects in materials and workmanship for a minimum period of one year from the date of delivery. In addition, the successful bidder shall guarantee quality of workmanship and an adequate number of cleaning pick-ups and deliveries to accomplish all duties of the contract to LATC's satisfaction.

9. Applicable Taxes: Bid amounts must include all applicable taxes. Typically, the District is exempt from State, County or Municipal sales tax. Exemption Certificates will be furnished by the Lake Area Technical College upon request.

10. State Sales Tax Requirement: Public corporations in South Dakota, such as the Watertown School District, may not purchase goods or services from any retailer who fails or refuses to collect and remit sales tax.

11. The School Board reserves the right to reject any and all bids and to waive informalities.

12. By virtue of statutory authority, preference will be given to contractors, labor, materials, products, and supplies found or produced within the State of South Dakota in a manner provided by law.

Watertown School District No. 14-4
Of Codington County, South Dakota

Lake Area Technical College

By 
Jennifer Severson, Grants & Compliance Manager

DETAILED SPECIFICATIONS

Uniforms & Uniform Cleaning
Lake Area Technical College

In addition to the "GENERAL SPECIFICATIONS" provided, the following, more detailed requirements are set forth for supplying uniforms and uniform cleaning for Lake Area Technical College's academic programs. Please contact Jennifer Severson, Grants & Compliance Manager, at (605) 882-5284, ext 253, for any questions you may have regarding the bid documents or process.

QUANTITY:

Lake Area Technical College intends to purchase uniforms to satisfy the specifications included in Attachment A and uniform cleaning to satisfy the specifications included in Attachment B.

BASE BID:

The base bid(s) shall include items and services listed in Attachments A and B. Additional pricing for similar gender-specific and extended size items is optional.

EQUAL QUALITY AND FUNCTIONALITY CLAUSE:

Bidder must furnish complete data to show that their items are equal to that specified in quality, performance, and functionality. The School Board reserves the right to determine whether the items are of equal quality, performance, and functionality to the items as specified and the right to determine and select the items they feel are most suitable to the needs of the District.

SERVICE AGREEMENT:

All proposals must outline a service agreement which provides timely replacement or repair of defective or damaged items. Bidder must provide service agreement which allows any item to be repaired or replaced within seven days of notification.

Watertown School District No. 14-4
Of Codington County, South Dakota

Lake Area Technical College

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ATTACHMENTS:

- A. Uniform Specifications
- B. Uniform Cleaning Specifications
- C. Bid Worksheet - Uniforms

Attachment A: Uniform Specifications

Quantities

Bidders shall refer to the Bid Worksheet for estimated quantities per item. Estimates are based on Fall 2024 enrollment projections and current student demographic information. Quantities listed are for reference and may change based on student enrollment. LATC reserves the right to reduce the number of uniform options and will work with successful bidder(s) to determine the final uniform options prior to New Student Orientation.

Colors

- Shirt colors vary by program and rotate annually to distinguish between 1st- and 2nd-year students.
- Pants are typically black or dark blue and vary by program.

Requirements

- Try-ons: Bidder(s) shall be available for try-ons during New Student Orientation from 8 am to 5 pm on the following 2024 dates: June 4, June 5, June 6, August 23. This includes providing a minimum of one full set of try-on uniforms which will be agreed upon by LATC and the successful bidder(s). Additional try-ons for Spring 2025 semester will be determined at a later date.
- Additional Try-ons: Bidders shall make available a full set of try-on uniforms for students who do not participate in New Student Orientation. Location of the try-ons uniforms will be agreed upon by LATC and the successful bidder(s).
- Bidders proposing alternate brands and/or styles must submit sample garments for LATC's consideration.
- Delivery of uniforms for Fall 2024 semester should be complete on or by Friday, August 30, unless an alternative delivery schedule has been agreed upon by LATC and bidder.
- Embroidery and other logos must follow LATC brand guidelines and use LATC-provided graphics.

Optional

- Bidders may provide additional pricing for similar gender-specific and extended size items.
- Bidders may submit additional documents, as needed.

Bid Price to include Shipping and/or Freight to the Lake Area Technical College campus, unless specified otherwise.

Attachment B: Uniform Cleaning Specifications

Quantities

Bidders shall refer to the Bid Worksheet for estimated quantities per item and department. Estimates are based on Fall 2024 enrollment projections and current student demographic information. Quantities listed are for reference and may change based on student enrollment. Not all departments participate in cleaning services. Participating departments will be confirmed prior to August 30, 2024.

Participating Departments

Auto
Auto Body
Aviation Maintenance
Diesel
HEO
Precision Machining

Requirements

- A minimum of weekly pick-up/drop-off service to each of the participating departments.
- All uniforms picked up shall be returned at the subsequent drop-off.
- Pick-up/drop-off of uniforms shall be made to a designated location within each department.
- Successful bidder shall provide a tracking and inventory system by department and student name.

Optional

- Bidders are encouraged to provide a Uniform Cleaning, Repair & Replacement Proposal that outlines their plan and expertise, including repair and replacement of damaged/work uniforms. (Optional)

Bid Price to include Shipping and/or Freight to the Lake Area Technical College campus, unless specified otherwise.