



## **REQUEST FOR BIDS**

**Airport Uniforms**

**Solicitation Number: FY23-805-82**

**May 10, 2023**

**MANCHESTER-BOSTON REGIONAL AIRPORT  
REQUEST FOR BIDS  
FOR  
AIRPORT UNIFORMS**

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The City of Manchester, New Hampshire, acting by and through its Department of Aviation (hereinafter referred to as the “City”), being a duly and lawfully constituted municipal corporation owning and operating the Manchester-Boston Regional Airport, (the “Airport”) located in the city of Manchester and town of Londonderry, New Hampshire, hereby issues this Request for Bids (“RFB”) to solicit Bids (“Bids”) for the purchase of uniforms for airport personnel.

The City will accept and review Bids from qualifying parties (each a “Bidder”) and select a bid or bids which the City determines, in the City’s sole discretion, best meet the requirements of this RFB. The City intends to select One (1) Bidder with whom the City will enter into a firm, fixed fee Purchase Order and Agreement for the purchase and delivery of uniforms.

**The City reserves the right to reject any or all Bids and to waive any informality in the competitive process.**

Interested parties are encouraged to submit Bids that conform to the requirements of this RFB. Bid documents are available at the Administrative Offices of the Airport at One Airport Drive, Suite 300, Manchester, New Hampshire 03103 or on-line at:

<https://www.flymanchester.com/doing-business-with-mht/procurementopportunities/>

**Title VI Solicitation Notice:**

Manchester-Boston Regional Airport, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all Bidders or offerors that it will affirmatively ensure that, in relation to any contract entered into pursuant to this Request for Bids, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

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## SECTION I – DEFINITIONS

For all purposes of this Request for Bids, capitalized terms shall have the definitions provided in this Section I, except as otherwise expressly stated or as otherwise clearly required by context. Such definitions shall be equally applicable to the singular and plural forms of such defined terms. The words “herein,” “hereunder,” and other words of similar nature refer to this Request for Bids as a whole. The word “shall” is mandatory and the word “may” is permissive.

**“Agreement”** means, the final, executed agreement, entered into by and between the City and the Contractor, in substantially the same form attached hereto as Exhibit A.

**“Airport”** means that certain airport commonly known and described as the Manchester-Boston Regional Airport located in the city of Manchester, New Hampshire and the town of Londonderry, New Hampshire.

**“Bid(s)”** means, jointly and severally, the Bidders’ responses to the RFB, including all exhibits, schedules, addenda, appendices, and attachments thereto, and any material representations made by the Bidder submitting said response.

**“Bidder(s)”** means, jointly and severally, those entities that respond to this RFB.

**“City”** means the city of Manchester, New Hampshire, acting by and through its Department of Aviation.

**“Contractor”** means, jointly and severally, the successful Bidder or Bidders selected by the City for the purposes described in this RFB.

**“Director”** means the Director of the Manchester-Boston Regional Airport or their designee, as appointed in writing.

**“FAA”** means the United States Federal Aviation Administration and any agency or instrumentality of the United States government succeeding to its functions.

**“P.O.”** means Purchase Order and written contractual agreement issued by the City used to execute the transaction with the Bidder. The P.O. shall serve as notice to the vendor that an award has been made.

**“RFB”** means this Request for Bids for Airport Uniforms, dated **May 10, 2023**, Solicitation Number FY23-805-82, and all appendices, attachments, and addenda hereto.

## SECTION II – BID DETAILS

### 2.1 Purpose

The City intends to select one (1) Bidder that will enter into a firm, fixed fee Purchase Order and Agreement for the purchase and delivery of uniforms in an efficient, timely, and cost-effective manner, for an initial term of five (5) years, with two (2) additional options for renewal for one (1) year each.

The City is seeking Bids from suitably qualified contractors with the requisite capacity to meet or exceed the specifications described in this RFB.

### 2.2 Responsibilities of Contractor

Contractor shall provide direct purchase uniform garments for Airport employees in accordance with the specifications within this RFB and the Agreement.

(a) *Garment Specifications and Quality.*

All garments must be new. Defective garments will be replaced at no charge to the City. Recommended garment options have been provided in the Bid Specifications in Exhibit B. Alternative comparable options presented by the contractor may be accepted but must be approved by the Director prior to being issued. The City reserves the right to amend or revise approved garment options throughout the duration of the contract. Garments identified in the Bid Specifications as requiring embroidery must be with the approved Manchester-Boston Regional Airport logo unless otherwise specified by the City.

(b) *Samples.*

Contractor shall provide garment samples which will be available to each work group to meet the uniform requirements. These samples shall vary in sizing to ensure that employees have an opportunity to select sizes by trying on actual garment samples that will be issued.

(c) *Sizing.*

Contractor shall provide sizing services for all work groups upon commencement of the Agreement and upon request by the City. Contractor must not deviate from sizes ordered. All sizes must be standard and run true to size. Incorrect sizes delivered shall be immediately replaced.

(d) *Quantity.*

Contractor shall not have a minimum order quantity requirement or total order amounts required from the City. Orders may be as small as one unit. City makes no guarantees as to the actual number of employees or garments purchased throughout the duration of the Agreement.

(e) *Invoicing.*

All invoices shall individually list each employee's name, garment type, garment size and a total inventory issued to each employee per garment to serve as a recordkeeping of issuance. Invoice breakdown shall be approved by the City upon commencement of the Agreement.

(f) *Timing of Delivery.*

Contractor will have thirty (30) days from the date the Agreement is fully executed to deliver uniform garments ordered at the commencement of the Agreement. Contractor must provide uniforms for new hire employees or any future orders within fourteen (14) days after notification or measurement for correct sizes.

(g) *Ordering Platform.*

Contractor shall provide the City with access to an electronic ordering platform to facilitate ordering of garments in a timely manner, with the option to have multiple user accounts whereby individual employees may place orders directly. An order form specific to the City will be developed by Contractor and shall include the employee's name, all garment options, sizes, and quantities ordered. Contractor shall have the ability to provide reports to the City on the total quantities of garments issued to each employee upon request.

## **2.4 Business Terms and Agreement**

The Agreement will be in the form customarily employed by the City and will incorporate the Bid and the terms and conditions of this RFB. A copy of the Agreement is attached hereto as Exhibit A. The Agreement shall contain provisions for cancellation by the Airport in the event that funds are not appropriated for the continuance of thereof.

## **2.5 Hold Harmless**

Each Bidder, if awarded an order or contract, agrees to protect, defend, and hold the City harmless against any demand for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or form a part of the work covered by such order or contract.

## SECTION III – INSTRUCTIONS FOR PREPARATION OF BID

### 3.1 Bid Content and Organization

(a) *Address and Signature.*

Each Bid must give the full business address of the Bidder and be signed by an authorized signatory. Bids must be signed with the legal name of the Bidder, followed by the state of incorporation or registration, if applicable, and by the signature and title of the authorized signatory. The name of each individual signing shall also be typed or printed below the signature. A bid by a person who affixes to his signature the word "president", "secretary", "agent", or other title without disclosing his principal may be held to be the bid of the individual signing. When requested by the City, satisfactory evidence of the authority of the party signing on behalf of the Bidder shall be furnished.

(b) *Bid Form.*

Bid responses should be submitted on the **Bid Form**, attached hereto as Exhibit B, and must be typed or legibly marked in ink. Prices shall be stated in units of quantities specified. In case of discrepancy in computing the amount of the Bid, the unit prices quoted will govern. Any changes and/or corrections shall be marked in red and initialed by the person making such corrections. Signatures of the responsible owner of the Bidder must be in ink.

(c) *Pricing.*

The City is exempt from payment of federal excise taxes, therefore, all pricing related to this RFB shall not include these taxes. Bids shall include itemized pricing for all uniform garments required by this RFB. Pricing shall include all charges for sizing, embroidering, delivery, packing, crating, containers, and related costs. Pricing shall be based on the provided bulk estimated quantities for each garment type and based on recommended garment options. Pricing shall be for brand new garments only. All travel/delivery costs incurred by the Bidder shall be included in the provided pricing.

Unless otherwise stated by the Bidder, prices quoted will be considered as being based on delivery to the destination designated, including any and all freight and packing charges. All prices and delivery times quoted must be firm, FOB destination, Manchester-Boston Regional Airport, Manchester, NH 03103, unless otherwise indicated by the City. **TIME IS OF THE ESSENCE.**

Each Bidder understands and agrees that, should any price reductions occur between the opening of the Bid and the delivery of product or service, the benefit of any such reduction will be extended to the City.

(d) *Product and Ordering Details.*

Each Bid must include details regarding the brand and identifying product information for the Bidder's proposed garments demonstrating that Bidder will provide either (i) the recommended garments listed in this RFB or (ii) alternatives thereto alongside evidence that such alternatives are comparable equivalents to the recommended garments. Each Bid must also include details of the Bidder's ordering system and any additional costs related to the use thereof.

### 3.2 Submission Date and Procedure

Bidders must submit one (1) original, clearly marked as "original", and two (2) hard copies of their Bid. In addition to the required hard copies, Bidders may submit an electronic version of their Bid by emailing it to [procurement@flymanchester.com](mailto:procurement@flymanchester.com).

The packaging containing the Bid shall be marked as follows:

**"RFB FY FY23-805-82  
Airport Uniforms"**

The Bidder's business name and return address shall be clearly stated on the submission in which the Bid is contained.

Bids shall be delivered by **2:00 pm** on **Thursday, May 25, 2023**, to the offices of the Manchester-Boston Regional Airport and addressed to:

Manchester-Boston Regional Airport  
Properties and Contracts  
1 Airport Road, Suite 300  
Manchester, NH 03103  
Telephone: (603) 624-6539  
Email: [procurement@flymanchester.com](mailto:procurement@flymanchester.com)

**BIDS RECEIVED AFTER 2:00 P.M. ON THE SUBMISSION DATE LISTED ABOVE WILL BE CONSIDERED NON-RESPONSIVE BY THE CITY, NO FURTHER CONSIDERATION WILL BE GIVEN AND SAID BID WILL BE RETURNED TO THE APPLICABLE BIDDER UNOPENED.**

***PLEASE NOTE:***

***THE CITY IS NOT RESPONSIBLE FOR BIDS NOT PROPERLY MARKED.***

### 3.3 Compliance with RFB

Bids that are incomplete, not properly endorsed or signed, or are otherwise contrary to these instructions may be rejected as informal by the City. Bids must be filled out completely and accurately.



### **3.4 Withdrawal of Bids**

Bids may be withdrawn upon a Bidder's written request received by the City prior to the time affixed for opening, as designated by this RFB. Negligence on the part of the Bidder in preparing the Bid confers no right for the withdrawal of the Bid after it has been opened.

### **3.5 Bid Warranty**

Each Bidder must certify that no employee, officer, or agent of the Airport, the City of Manchester, or the State of New Hampshire, nor any member of their immediate family, has any interest in the award of the Agreement to such Bidder or the profits expected to arise therefrom, and that such Bidder's Bid is made in good faith without fraud, collusion, or connection with any other Bidder submitting a Bid.

### **3.6 Bid Opening**

Bids will be received by the City at the place and until the time specified in this Request for Bid and then publicly read aloud for the information of the Bidders and other properly interested parties who may be present either in person or by representative. **NO BIDS WILL BE ACCEPTED AFTER THE TIME AND DATE SPECIFIED.**

### **3.7 Right to Request Supplemental Information**

The City reserves the right to request any supplementary information it deems necessary to evaluate a Bidder.

## SECTION IV – SELECTION PROCESS

### 4.1 Timeline

The following tentative schedule is provided as a general guideline for timing of this RFB. This schedule is subject to change. Notice of changes will be posted to [www.flymanchester.com/doing-business-with-mht/procurement-opportunities](http://www.flymanchester.com/doing-business-with-mht/procurement-opportunities)

Solicitation Step	Date
Deadline for questions and clarifications	May 18, 2023
Bid submission deadline 2:00 P.M. EST	May 25, 2023
Notification of award	June 1, 2023

### 4.2 Evaluation

Awards will be made to the lowest responsible Bidder quoting the lowest net price in accordance with the specifications of this RFB. In determining the lowest responsible Bidder, the following shall be considered:

- a. The ability, capacity, and skill of the Bidder to provide the service required;
- b. Whether the Bidder can provide the service promptly or within the time specified, without delay or interference;
- c. The character, integrity, reputation, judgment, experience, and efficiency of the Bidder;
- d. The quality of performance of previous contracts or services;
- e. The previous and existing compliance by the Bidder with laws and ordinances relating to the service;
- f. The sufficiency of the financial resources and ability of the Bidder to provide the service;
- g. The quality, availability, and adaptability of supplies or contractual services to the particular use required;
- h. The ability of the Bidder to provide future maintenance and services for the use of the subject of this RFB;
- i. The conditions attached to the Bid.

### 4.3 Selection

In cases where two or more Bidders have the same net Bid, the City may give preference to the Bidder located within the City of Manchester and Town of Londonderry. The City reserves the right to make awards on this RFB by item or to accept all or part of a Bid or prices quoted.

## SECTION V – GENERAL PROVISIONS

### 5.1 Airport Right to Reject and Waive Minor Irregularities

The City reserves the right to waive any informality in a Bid, to reject any and all Bids wholly or in part, and to make awards in a manner deemed in the best interest of the City.

### 5.2 Inquiries/Contact with Airport Staff

No oral interpretations or clarifications will be made to any Bidder as to the meaning of the specifications or terms and conditions of this RFB. Inquiries on all matters pertaining to this RFB or the process the City is following should be directed in writing to:

Manchester-Boston Regional Airport  
Properties and Contracts  
1 Airport Road, Suite 300  
Manchester, NH 03103  
Telephone: (603) 624-6539  
Email: [procurement@flymanchester.com](mailto:procurement@flymanchester.com)

Only written questions will be accepted and must be submitted no later than 2:00 P.M. EST, May 18, 2023. Answers to all properly submitted questions, as well as any clarification or interpretations or changes to this RFB by the City, will be provided in one or more addenda and will be posted to the Airport's website at [www.flymanchester.com](http://www.flymanchester.com). The City advises Bidders to sign up to be notified for upcoming opportunities on the "*Doing Business with MHT*" webpage to receive notification of postings, including addenda. Or, to check the website frequently for any additional posted information.

### 5.3 Specifications

Unless otherwise stated by the Bidder, the Bid will be considered as being in strict accordance with the specifications outlined in this Request for Bids. References to a particular trade name, manufacturer's catalogue, or model number, are made for descriptive purposes only to guide the Bidder in interpreting the requirements of the City and should not be construed as excluding Bids with other types of materials, equipment, and supplies. The above notwithstanding, the Contractor will be required to furnish the particular item or items referred to in the specifications or descriptions of this RFB unless a departure or substitution is clearly noted and described in the Contractor's Bid.

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**EXHIBIT A**  
**AGREEMENT**

**TO BE PROVIDED AS AN ADDENDUM**

**EXHIBIT B**  
**BID FORM**

The undersigned hereby certifies that the item(s) to be furnished to the City of Manchester, acting by and through its Department of Aviation (the “City”), meets all the specifications and requirements of this Request for Bids.

The undersigned hereby certifies that no employee, officer, or agent of the Manchester-Boston Regional Airport, the City of Manchester New Hampshire, or the State of New Hampshire, nor any member of their immediate family, has any interest in the award of a contract related to this Request for Bids, or in the profits expected to arise therefrom; nor, is any such employee, officer, or agent employed by, or about to become an officer or employee of, any person, firm, partnership, or corporation which may benefit from the award of a contract related hereto.

The undersigned hereby certifies that this Bid is submitted in good faith without fraud, collusion, or connection with any other Bidder responding to this Request for Bids.

The undersigned agrees to provide the materials and services required according to the specifications contained in the Request for Bids for the

**Bidder:** \_\_\_\_\_

By: \_\_\_\_\_

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

Name:

Its Duly Authorized:

## Appendix A

### **BID SPECIFICATIONS**

**Items as listed or approved equivalent.** References to a particular trade name, manufacturer's catalogue, or model number, are made for descriptive purposes only to guide the Bidder in interpreting the requirements of the City and should not be construed as excluding Bids with other types of materials, equipment, and supplies.

Item	Specification (Brand/Product #)	Total Estimated Quantity	Price Per Item	Total Estimated Price
Oxford Dress Shirts (No Pocket) Embroidered Logo Color: Light Blue	Red Kap #SR70- Solid	68	\$	\$
Mechanics Shop Shirt, Long Sleeve Embroidered Logo Color: Navy	Red Kap #SC30	15	\$	\$
Mechanics Shop Shirt, Short Sleeve Embroidered Logo Color: Navy	Red Kap #SC40NV SS	15	\$	\$
Performance Polo Shirts, Long Sleeve (100% polyester moisture wicking) Embroidered Logo Color: Dark Green	511 Brand #72049 (Color: LE Green)	116	\$	\$
Performance Polo Shirts, Short Sleeve (100% polyester moisture wicking) Embroidered Logo Color: Grey	511 Brand #71049 (Color: Storm)	136	\$	\$
Dress Pants Color: Khaki	Red Kap #PC44	38	\$	\$
Mechanic Work Pants (Cotton, Fire Resistant) Color: Navy	Carhartt #104205	33	\$	\$
Work Pants, Polyester Blend Color: Navy	Carhartt #103109	180	\$	\$
Work Cargo Pants, Polyester Blend Color: Navy	Carhartt #105296	200	\$	\$

Work Uniform Shorts Color: Navy	511 Brand #73308	115	\$	\$
Crewneck Sweatshirt Embroidered Logo Color: Navy	Carhartt #K124	48	\$	\$
Hooded Sweatshirt, ANSI 3 Embroidered Logo Color: Lime	Carhartt #104988	48	\$	\$
Work Jacket, Light Weight Embroidered Logo Color: Navy	Carhartt #102199	68	\$	\$
Work Jacket, Heavy Weight, ANSI 2 Embroidered Logo Color: Lime	511 Brand #48033	38	\$	\$
Pocket T-shirt, ANSI 2 (moisture wicking) Silk Screened Logo Color: Lime	Carhartt #100495	204	\$	\$
Pocket Shirt, Long Sleeve, ANSI 2 (moisture wicking) Silk Screened Logo Color: Lime	Carhartt #100496	204	\$	\$
Raincoat, Hi-Vis, ANSI 2 Silk Screened Logo Color: Lime	Ergodyne #8385	45	\$	\$
Rain Pant, Hi-Vis ANSI 2 Color: Lime	Ergodyne #8915BK	30	\$	\$
Knit Winter Hat Embroidered Logo Color: Navy	Carhartt #A18	48	\$	\$
Insulated Winter Coveralls Embroidered Logo Color: Black	Carhartt #104464	3	\$	\$
Light Weight, Non-Insulated Coveralls Embroidered Logo Color: Navy	Carhartt #105019	3	\$	\$
Retroreflective Vest, ANSI 2 Silk Screened Logo Color: Lime	Dewalt #DSV421	168	\$	\$

Job Shirt, Water-Repellent Embroidered Logo Color: Navy	5-11 Brand #75237 (Color: Fire Navy)	20	\$	\$
Fleece Jacket, Full Zip Embroidered Logo Color: Black	Columbia #WM3220	29	\$	\$
Fleece Vest Embroidered Logo Color: Navy	Port Authority #F219	31	\$	\$
Women's Polo, Short Sleeve and Long Sleeve Embroidered Logo Color: Navy	Port Authority #L500	0	\$	\$
Men's Polo, Short Sleeve and Long Sleeve Embroidered Logo Color: Navy	Port Authority #L572	0	\$	\$
High-Vis Parka Color: Lime & Navy	Tactix #118505 (Color: Midnight Navy)	0	\$	\$
Tactical Winter Pullover Color: Navy	Tactix #118508 (Color: Midnight Navy)	6	\$	\$
Tactical Pants Color: Khaki	5.11 Brand #74512	12	\$	\$
Tactical Duty Belt Color: Black	First Tactical #143010	6	\$	\$
<b>TOTAL ESTIMATED PRICE FOR ALL GARMENTS</b>				<b>\$</b>