



## INVITATION TO BIDDERS

The City of Gatlinburg is accepting sealed bids on the purchase of work uniforms for various departments for the period of one (1) year. The City of Gatlinburg reserves the right to extend this agreement an additional year if agreeable with successful bidder.

Bids will be sent to 912 East Parkway or P.O. Box 5, Gatlinburg, Tennessee, 37738 or can be walked in at City Hall, 1230 Parkway East, on the day of bid until **2:30 p.m., March 5<sup>th</sup>, 2026**, at which time they will be publicly opened and read aloud, and the contract awarded as soon thereafter as practicable.

Bids shall be sealed in an envelope with the bidder's name, address, the bid opening time and date and the quotation "Bid on Uniforms" stated plainly on the outside.

**Questions about the specifications need to be directed to Jason Owens, Safety Director, at 865-436-1417 or [Jasono@gatlinburgtn.gov](mailto:Jasono@gatlinburgtn.gov).**

Address bids document inquiries to Delea Patterson, Purchasing, Telephone Number (865) 436-1409. Email is [deleap@gatlinburgtn.gov](mailto:deleap@gatlinburgtn.gov).

Bid specifications will also be available on the City of Gatlinburg website at [www.gatlinburgtn.gov](http://www.gatlinburgtn.gov) under "Bid Opportunities". This bid tab is located on the center of the main page.

The City of Gatlinburg reserves the right to qualify bidders, to waive any informalities, to accept/reject any/or all bids and to accept the bid deemed most favorable to the City of Gatlinburg.

## **GENERAL PROVISIONS**

Prices quoted shall not include Federal or State taxes, if any are applicable. The successful bidder shall furnish tax exemption forms, if required, with their invoices.

The prices quoted are that for which the materials or services will be delivered F.O.B. Gatlinburg, Tennessee. Any additions, deletions, or variations from the following specifications must be noted.

Inspection of the materials or equipment will be made by an agent of the City of Gatlinburg, and if found defective or fails in any way to meet the terms of this agreement, it will be rejected. Rejected materials or equipment will be replaced at the expense of the bidder.

All technical specifications must accompany bid.

The City of Gatlinburg reserves the right to extend this agreement for an additional one (1) year after the completion of the first agreement if mutually agreeable to vendor.

The City of Gatlinburg reserves the right to defer payment for thirty (30) days after delivery. The City of Gatlinburg also reserves the right to reject any and/or all bids.

The bidder agrees to indemnify the City of Gatlinburg from any and all liability, loss or damage the City may suffer as a result of claims, demands, costs, or judgments against it arising from any and all work under this agreement.

The bidder agrees to notify the City, in writing, within thirty (30) days, by registered mail, at the City's address as stated in this agreement, of any claim against the bidder on the obligations indemnified against. The City of Gatlinburg or the successful bidder shall cancel this agreement at any time, with a thirty (30) day written notice due only to price increases of bid items.

It is the policy of the City of Gatlinburg not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities. With regard to all aspects of this contract, the contractor certifies and warrants it will comply with this policy.

## **SPECIFICATIONS FOR UNIFORMS**

| <b>Number</b> | <b>Type</b>          | <b>Style</b>            | <b>Brand</b>      | <b>Color</b> | <b>Specifications</b>                                                                                                                 |
|---------------|----------------------|-------------------------|-------------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>Shirts</b> |                      |                         |                   |              |                                                                                                                                       |
| 101           | Botton up            | SS                      | Carhartt Force    | Asphalt      | 60/40 poly/cotton, double-layer color, meshed lined vent, 4 chest pocket, articulate elbow, convertible roll sleeve                   |
| 102           | Button Up            | LS                      | Carhartt Force    | Asphalt      | 60/40 poly/cotton, double-Layer color, meshed lined vent, 4 chest pockets                                                             |
| 103           | Cotton T-Shirt       | SS                      | Carhartt or Equal | Heather Grey | 100% cotton, chest pocket, rib knit crewneck                                                                                          |
| 104           | Cotton T-Shirt       | LS                      | Carhartt or Equal | Heather Grey | 100% cotton, chest pocket, rib knit crewneck, rib knit cuffs                                                                          |
| 105           | Moisture WickT-Shirt | SS                      | Carhartt or Equal | Heather Grey | 65/35 cotton/poly, fast dry, stain breaker, plaited knit construction, chest pocket, flatlock seams, raglan sleeve                    |
| 106           | Moisture WickT-Shirt | LS                      | Carhartt or Equal | Heather Grey | 65/35 cotton/poly, fast dry, stain breaker, plaited knit construction, chest pocket, flatlock seams, raglan sleeve                    |
| 107           | Polo                 | Men's Relaxed Fit       | Carhartt or Equal | Heather Grey | 62/38 Poly/cotton, fast dry, 3 button placket, polo collar, stain breaker, colorfast, tagless neck, chest pocket, no roll neck color. |
| 108           | Polo                 | Women's Cut Relaxed Fit | Carhartt or Equal | Heather Grey | 62/38 Poly/cotton, stain breaker, colorfast, tagless neck, chest pocket, no roll neck collar.                                         |

**Notes: Women's cut also for all T-Shirts, White City Logo**

|              |                          |                                 |                   |                |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------|--------------------------|---------------------------------|-------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Pants</b> |                          |                                 |                   |                |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 201          | Pants                    | Dungaree                        | Carhartt or Equal | Carhartt Brown | 100% cotton duck canvas, sits above waist, multiple tool/utility pockets, hammer loop, belt loops, reinforced back pockets, straight leg, loose fit                                                                                                                                                                                                                                                                                    |
| 202          | Overalls Men's & Women's | Unlined Bib Overalls            | Carhartt or Equal | Carhartt Brown | 100% cotton duck canvas, front elastic suspenders, multi -compartment bib pocket, zipper fly, front pockets, ruler pocket, double-front knee construction, reinforced back pockets and kick panels                                                                                                                                                                                                                                     |
| 203          | Women's Pants            | Rugged Relaxed Fit              | Carhartt or Equal | Carhartt Brown | 97/3 cotton/elastane, mid-rise, flex waistband, double-layer knee, multiple tool pockets, utility band                                                                                                                                                                                                                                                                                                                                 |
| 204          | Insulated Overalls       | Firm duck insulated bib overall | Carhartt or Equal | Carhartt Brown | 12-ounce, firm-hand, 100% ring-spun cotton duck, Quilted nylon lining to waist; Polyester insulation to waist, Adjustable elastic suspenders, bib pocket with zip closure, Two large front pockets, Two reinforced back pockets. Double-layer knees with openings for adding knee pads and cleaning out debris, Ankle-to-thigh leg zippers with storm flaps and snap closures, Reinforced Cordura® back-leg kick panels add durability |

|               |                   |             |                   |            |                                                                                                                                                                               |
|---------------|-------------------|-------------|-------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Shorts</b> |                   |             |                   |            |                                                                                                                                                                               |
| 301           | Rigby Cargo Short | Rugged Flex | Carhartt or Equal | Dark Khaki | 98/2 cotton/spandex, durable stretch, sits at waist, left-leg pocket with phone storage, utility pockets, reinforced back pockets, hidden hook & loop closure, 11-inch inseam |
| 302           | Rigby Cargo Short | Women's Cut | Carhartt or Equal | Dark Khaki | 98/2 cotton/spandex, durable stretch, sits at waist, left-leg pocket with phone storage, utility pockets, reinforced back pockets, hidden hook & loop closure, 11-inch inseam |

|                |               |                   |                   |                |                                                                                                                                                 |
|----------------|---------------|-------------------|-------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Jackets</b> |               |                   |                   |                |                                                                                                                                                 |
| 401            | Active Jacket | Men's and Women's | Carhartt or Equal | Carhartt Brown | 100% cotton, nylon lining quilted 80gsm, attached hood, interior pockets, hand pockets, pen stall, locker loop, elbow pleats, ribbed knit cuffs |

|             |                           |                                 |                   |                |                                                                                                                                                                                                                                  |
|-------------|---------------------------|---------------------------------|-------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 402         | Traditional Coat          | Men's and Women's               | Carhartt or Equal | Carhartt Brown | 100% cotton, water repellant, nylon lining quilted, corduroy collar, two-way brass zipper, storm flap, chest & interior pockets, hand pockets, articulated elbows, inner sleeve, ribbed knit cuffs, split back construction      |
| 403         | Jacket                    | Shoreline Jacket                | Carhartt or Equal | Moss           | 100% nylon, waterproof, 10K/10K waterproof/breathable, mesh lining, snap-on detachable hood, heavy duty front zipper with storm flap, chest pocket, interior & exterior pockets, inner sleeve storm cuffs, elastic drawcord hem. |
| 500         | Hoodie                    | Marquette Full-Zip Sweatshirt   | Carhartt or equal | Heather Grey   | 0.5-ounce, 50% cotton / 50% polyester blend; Charcoal Heather: 55% cotton / 45% polyester; Heather Gray: 70% cotton / 30% polyester, hood with drawcord, full zipper, rib-knit cuffs and waist, two front pockets                |
| <b>Hats</b> |                           |                                 |                   |                |                                                                                                                                                                                                                                  |
| 600         | Low profile Ball Cap      | Outdoor Grey Sports Cap         |                   | Grey           | velcro back closure, white city logo                                                                                                                                                                                             |
| 601         | Low profile Trucker's hat | Richardson Grey Sports Cap/Mesh |                   | Grey           | mesh back with snap closure                                                                                                                                                                                                      |

Each bidder shall provide color selections and literature for all bid items. All employee name, department name, and city logo labels shall be "direct embroidery".

All bids submitted for clothing listed in these specifications shall be equal to brands such as Wearguard, Red Kap Brand, Carhartt, etc. or better in quality.

The City of Gatlinburg may order other items not listed above from the successful bidder.

### **ESTIMATES FOR UNIFORM PURCHASE**

| <b>Department</b>    | <b>Number of Persons</b> |
|----------------------|--------------------------|
| Parks and Recreation | 31                       |
| Sanitation           | 28                       |
| Golf                 | 12                       |
| Street               | 17                       |
| Water & Sewer        | 30                       |
| Parking              | 11                       |
| Building Maintenance | 6                        |
| <b>TOTAL</b>         | <b>135 **</b>            |

**NOTE: \*\* Approximate**

The number of uniforms purchased shall be based upon a yearly purchase estimate of:

|                        |     |
|------------------------|-----|
| Short Sleeve button up | 100 |
| Long Sleeve button up  | 100 |
| Short Sleeve T-Shirts  | 450 |

|                      |     |
|----------------------|-----|
| Long Sleeve T-Shirts | 450 |
| Short Sleeve Polo    | 115 |
| Pants                | 540 |
| Shorts               | 140 |
| Overalls             | 60  |
| Jackets              | 130 |
| Hoodies              | 130 |
| Hats                 | 200 |

These quantities are estimates and over a period of time may vary but still should be reasonably close. All lump sum bid prices to include all full prepared and delivered prices.

Clothing to be purchased under this contract shall be bought as needed for a twelve (12) month period. Bid prices shall be firm for a minimum of twelve (12) months and the bidder shall submit to the Finance Director of the City of Gatlinburg a thirty (30) day notice of all price increases after this twelve (12) month period. Price increases deemed by the Finance Director as excessive or unreasonable shall be reason for cancellation of purchase contract.

Bidders shall provide color selections for all bid items. Sizing of each employee, "direct embroidery" of employee name, department name and city logo labels shall be provided by the bidder with each shirt, pant, jacket, and/or coverall purchased. A lump sum bid price shall be determined for estimated quantities and will be the basis for award of bid.

Any deviations from these specifications must be noted in the bid. Pricing shall be clearly stated in catalogs or accompanying price lists.

It is the preference of the City of Gatlinburg to award one contract for the purchase of uniforms but not for individual clothing items. However, bid will be awarded in manner that is in best interest to the City of Gatlinburg, and may be split by category: shirts, pants, shorts, jackets, hoodies, hats.

Bids shall contain all costs of purchasing the uniform including but not limited to preparation charges, employee name/department name/city logo label charges, and any other miscellaneous charges. The bidder shall total all charges for all uniforms as prescribed in this bid and submit the total as the bid price with individual unit prices, also. All bidders shall submit samples when requested, at no cost to the City of Gatlinburg.

All clothing under this agreement must, at the beginning of this contract, be new and unused. Any clothing deemed by the City of Gatlinburg to be unsuitable for use shall be returned to the successful bidder at no cost to the City of Gatlinburg.

A delivery invoice shall be left upon each delivery with clothing amounts and costs on each invoice at each delivery point. A statement shall be received by the City of Gatlinburg by the fifth of each month detailing charges, dates delivered, and a listing by employee and department. Invoices properly received by the fifth of each month shall be paid on or about the first of the next month.

Delivery of clothing to the City of Gatlinburg shall be **no later than three (3) weeks from the date that the order is placed**. All orders shall be placed with the successful bidder via facsimile or email. **Orders received later than three (3) weeks shall be sufficient reason for the City of Gatlinburg to terminate the agreement between the successful bidder and the City.** If there is a special situation due to product unavailability, the City should be made aware of this immediately.

Vendor must supply at least two (2) references with which they are currently doing business. A contact person for each customer referenced should be supplied.

Award of bid will be decided upon as a result of price, quality of product, and service record as noted by references, etc.

Delea Patterson  
City of Gatlinburg  
912 East Parkway  
P.O. Box 5  
Gatlinburg, TN 37738

**RE: Bid on Uniforms Purchase**

We have reviewed and are thoroughly familiar with your invitation and specifications and the requirements thereof and do hereby propose to provide uniforms for PURCHASE for a

Lump sum of \$ \_\_\_\_\_ , based upon stated estimates below

Unit Prices (including all 'direct embroidery', sizing, delivery):

| Number         | Item Price \$ | Estimated Number of items | Total \$ |
|----------------|---------------|---------------------------|----------|
| <b>Shirts</b>  |               |                           |          |
| 101            |               | 100                       |          |
| 102            |               | 100                       |          |
| 103            |               | 225                       |          |
| 104            |               | 225                       |          |
| 105            |               | 225                       |          |
| 106            |               | 225                       |          |
| 107            |               | 75                        |          |
| 108            |               | 40                        |          |
| <b>Pants</b>   |               |                           |          |
| 201            |               | 440                       |          |
| 202            |               | 30                        |          |
| 203            |               | 40                        |          |
| 204            |               | 30                        |          |
| <b>Shorts</b>  |               |                           |          |
| 301            |               | 100                       |          |
| 302            |               | 40                        |          |
| <b>Jackets</b> |               |                           |          |
| 401            |               | 60                        |          |
| 402            |               | 40                        |          |
| 403            |               | 30                        |          |
|                |               |                           |          |

|               |  |     |  |
|---------------|--|-----|--|
| <b>Hoodie</b> |  |     |  |
| 500           |  | 130 |  |
| <b>Hats</b>   |  |     |  |
| 601           |  | 100 |  |
| 601           |  | 100 |  |

Expected Delivery Time after order placed \_\_\_\_\_

Brand(s) of clothing supplied \_\_\_\_\_

Any Deviation from the Specifications are listed below: YES\_\_NO

We will not withdraw this bid for thirty (30) days.

Signed/ \_\_\_\_\_

\_\_\_\_\_  
Name (Print)                      Date

\_\_\_\_\_  
Name of Company              Telephone Number

\_\_\_\_\_  
Address                      Fax Number

\_\_\_\_\_  
City      State      Zip      Email

EACH BIDDER SHALL SUBMIT THIS STATEMENT OF COMPLIANCE WITH THEIR BID.

For Title VI and IX compliance, we ask for voluntary disclosure of the following information:

Gender:      Male\_\_\_\_\_

Female \_\_\_\_\_

Race:      Caucasian \_\_\_\_\_

African American\_\_\_\_\_

Other (please specify)\_\_\_\_\_

### **BIDDERS LIST**

*(Qualified Vendors not listed may still participate)*

Tri-Star Stitching – [tyler@tristarstitching.com](mailto:tyler@tristarstitching.com)

Danny Gabbard - [dgabbard@perfectfitimage.com](mailto:dgabbard@perfectfitimage.com).

Tim Kellar – [thefinishingtouchpf@gmail.com](mailto:thefinishingtouchpf@gmail.com)