


	CITY OF TUSCALOOSA P.O. BOX 2089 TUSCALOOSA, AL 35403	PURCHASING OFFICE 2201 UNIV. BLVD. TUSCALOOSA, AL 35401	INVITATION TO BID								
BID TITLE <b>LINEN RENTAL SERVICE</b>			BID NO. 9064-072326-1								
PAGE 1 OF <u>12</u> PAGES	<b>BIDS WILL BE OPENED AT 2:00 PM, CST ON JULY 23, 2026, IN THE OFFICE OF THE PURCHASING AGENT, 2201 UNIVERSITY BLVD. TUSCALOOSA, AL 35401 AND MAY NOT BE WITHDRAWN FOR SIXTY (60) DAYS AFTER SUCH DATE &amp; TIME.</b>		ISSUE DATE 07/08/26								
 <p style="text-align: center;"><b>MAYOR</b> WALTER MADDOX</p> <p style="text-align: center;"><b>COUNCIL MEMBERS</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">JOSEPH EATMON, SR.</td> <td style="width: 50%;">KIP TYNER</td> </tr> <tr> <td>RAEVAN HOWARD</td> <td>JOHN FAILE</td> </tr> <tr> <td>RICHARD HENRY</td> <td>CASSIUS LANIER</td> </tr> <tr> <td>LEE BUSBY</td> <td></td> </tr> </table> <p style="text-align: center;"><b>PURCHASING AGENT</b> AMANDA GANN</p>		JOSEPH EATMON, SR.	KIP TYNER	RAEVAN HOWARD	JOHN FAILE	RICHARD HENRY	CASSIUS LANIER	LEE BUSBY		<b>Vendor Information</b> (SECTION TO BE COMPLETED BY VENDOR)	
JOSEPH EATMON, SR.	KIP TYNER										
RAEVAN HOWARD	JOHN FAILE										
RICHARD HENRY	CASSIUS LANIER										
LEE BUSBY											
		<hr/> Company Name (Please Print)									
		<hr/> Phone Number	<hr/> Point of Contact								
		<hr/> Email Address									

**GENERAL CONDITIONS OF INVITATIONS TO BID**

**1. PREPARATION OF BIDS**

**Bids will be prepared in accordance with the following:**

- (a) Our enclosed Bid forms are to be used in submitting your bid.
- (b) All information required by the Bid form shall be furnished. The bidder shall print or type his name and manually sign the schedule and each continuation sheet on which any entry is made.
- (c) Unit prices shall be shown and where there is an error in extension of price, the unit price shall govern.
- (d) Proposed delivery time must be shown and shall include Sundays and holidays.
- (e) Bidder will not include federal taxes nor State of Alabama sales, excise, and use taxes in bid prices as the City is exempt from payment of such taxes. An exemption certificate will be signed where applicable upon request.
- (f) Bidders shall thoroughly examine the drawings, specifications, schedule, instructions and all other contract documents.
- (g) Bidders shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment as required by the bid conditions. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City or the compensation to the vendor.
- (h) Bidders are advised that all City Contracts are subject to all legal requirements provided for in the Purchasing ordinance and/or State and Federal Statutes.

**2. DESCRIPTION OF SUPPLIES**

- (a) Any manufacturer's names, trade names, brand name, or catalog numbers used in specifications are for the purpose of describing and establishing general quality levels. SUCH REFERENCES ARE NOT INTENDED TO BE RESTRICTIVE. Bids will be considered for any brand which meets the quality of the specifications listed for any items.
- (b) Bidders are required to state exactly what they intend to furnish, otherwise they shall be required to furnish the items as specified.
- (c) Bidders will submit, with their proposal, data necessary to evaluate and determine the quality of the item(s) they are bidding.

**3. SUBMISSION OF BIDS**

- (a) All bids must be sealed, which means a bid must be enclosed in an envelope or package that is securely closed, not viewable without opening, and labeled as instructed. The envelope must be sealed in a way that reveals any tampering. If using an outer shipping package, the inner envelope must still be sealed and clearly labeled.
- (b) See INSTRUCTIONS TO BIDDERS for detailed instructions about submitting a sealed bid. Telegraphic bids will not be considered.

**4. REJECTION OF BIDS**

- (a) The City may reject a bid if:
  - 1. The bidder misstates or conceals any material fact in the bid, or if,
  - 2. The bid does not strictly conform to the law or requirement of bid, or if,
  - 3. The bid is conditional, except that the bidder may qualify his bid for acceptance by the City on an "all or none" basis, or a "low item" basis. An "all or none" basis bid must include all items upon which bids are invited.
- (b) The City may, however, reject all bids whenever it is deemed in the best interest of the City. The City may also waive any minor informalities or irregularities in any bid.

**GENERAL CONDITIONS OF INVITATIONS TO BID****5. WITHDRAWAL OF BIDS**

- (a) Bids may not be withdrawn after the time set for the bid opening for a period of time as specified.
- (b) Bids may be withdrawn prior to the time set for the bid opening.

**6. LATE BIDS OR MODIFICATIONS**

- (a) Bids and modifications received after the time set for the bid opening will not be considered.
- (b) Modifications in writing received prior to the time set for the bid opening will be accepted.

**7. CLARIFICATIONS OR OBJECTION TO BID SPECIFICATIONS**

If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of the specifications or other bid documents of any part thereof, he may submit to the Purchasing Agent on or before five (5) days prior to scheduled opening a request for clarification. All such requests for information shall be made in writing and the person submitting the request will be responsible for its prompt delivery. Any objection to the specifications and requirements as set forth in this bid must be filed in writing with the Purchasing Agent on or before five (5) days prior to scheduled opening.

**8. DISCOUNTS**

- (a) Bidders may offer a cash discount for prompt payment; however, such discounts shall NOT be considered in determining the lowest net cost for bid evaluation purposes. Bidders are encouraged to reflect cash discounts in the unit prices quoted.
- (b) In connection with any discount offered, time will be computed from the date of receipt of supplies or services or from the date a correct invoice is received, whichever is the later date. Payment is deemed to be made on the date of mailing of the check.

**9. SAMPLES**

Samples, when required, must be submitted within the time specified at no expense to the City of Tuscaloosa. If not destroyed or used up during testing, samples will be returned upon request at the bidder's expense, unless stated otherwise in Special Conditions or Specifications. Each individual sample must be labeled with bidder's name and manufacturer's brand name and number.

**10. AWARD OF CONTRACT**

- (a) The contract will be awarded to the lowest responsive and responsible bidder based upon the following factors: quality; conformity with specifications; purpose for which required; terms of delivery; lead time, transportation charges; dates of delivery.
- (b) The city reserves the right to accept and award item by item, and/or by group, or in the aggregate, unless the bidder qualifies his bid by specified limitations. Re Par.4(a)3.
- (c) Prices quoted must be FOB Destination to Tuscaloosa with all transportation charges prepaid unless otherwise specified in the Invitation to Bid.
- (d) A written award of acceptance (Purchase Order), mailed or otherwise furnished to the successful bidder shall result in a binding contract.
- (e) The term of this contract shall be for a period of one (1) year from the date of the Purchase Order hereof and shall automatically renew each year for up to two (2) years for a total maximum contract term of three (3) years from the date of execution hereof, unless sooner terminated pursuant to the provision herein provided. However, either party may elect not to renew the contract by giving the other party thirty (30) days written notice prior to the anniversary date, in which event the contract shall terminate on the anniversary date.
- (f) Eligibility for Price Adjustment - The City may consider a price adjustment under this contract solely due to a change in tariffs imposed by a governmental authority that directly impacts the cost of a product or a clearly defined component part thereof and only if the vendor fulfills all of the City's conditions and requests for information and documentation. To be eligible for consideration, the request for a price adjustment and the net change in cost attributable to the tariff must exceed five percent (5%) of the total contract price. Adjustment Limitations - Any price adjustment granted under this provision shall be limited to the lesser of: (i) Twenty percent (20%) of the original contract price, or (ii) One-half (50%) of the net increase caused by the tariff. Basis Date for Tariff Adjustment Evaluation - The basis date for evaluating eligibility for tariff adjustments shall be as follows: The latest of five (5) days prior to the bid submission date, proposal submission date, or the date of receipt for the best and final offer, as indicated on the appropriate basis form. Tariff Adjustment Requests - All requests for tariff price adjustments must meet the following requirements:
  - a. **Written Submission:** Requests must be submitted in writing, with a comprehensive cost breakdown detailing how the tariff has affected the total cost of the finished product.
  - b. **Proof of Tariff Payment:** Requests must include official importer receipts or customs documentation demonstrating proof of tariff payment, including the transaction date.
  - c. **Direct Impact Evidence:** Requests will only be considered if they clearly demonstrate that the tariff directly impacts the goods or components being purchased under this contract.


**GENERAL CONDITIONS OF INVITATIONS TO BID**

d. **Approval Requirement:** All tariff-related price adjustments are subject to the City’s sole discretion. Written approval from the City is required prior to implementing any price change. No adjustment will be considered valid until such written approval by the City is provided.

(g) **Price Commitment.** Awarded bidders must honor the bid prices for the entire contract period. The prices quoted in the bid shall remain firm and unchanged throughout the contract's term, except in the case of adjustments due to tariff actions as described herein. Awarded bidders who fail to honor the bid prices for the full contract term will have their bid award rescinded for the remainder of the awarded contract period. Additionally, such failure may result in the rejection of any future bids submitted by the vendor to the City.

**11. DELIVERY**

- (a) Deliveries are to be FOB Destination unless otherwise specified in the Invitation to Bids.
- (b) Deliveries are to be made during regular business hours.

**12. CONDITION OF MATERIALS AND PACKAGING**

All items furnished must be new and free from defects. No others will be accepted under the terms and intent of this bid. All containers shall be new and suitable for storage or shipment, and price bid shall include standard commercial packaging.

**13. CLAIMS**

Successful bidder(s) will be responsible for making any and all claims against carriers for missing or damaged items.

**14. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS**

Bidders shall comply with all local, state, and federal directives, orders and laws as applicable to this bid and subsequent contract(s). Bidders must be eligible to do business in the State of Alabama pursuant to Title 10A of the Code of Alabama. Contract award to purchase the materials covered in this Invitation to Bid and the purchase contract shall be construed and governed by the laws of the State of Alabama and each party hereto agrees to be subject to the jurisdiction of the courts if the State of Alabama.

**15. PROVISION FOR OTHER AGENCIES**

Unless otherwise stipulated by the bidder, the bidder agrees when submitting his bid to make available to all City agencies, departments, and in-city municipalities the bid prices he submits, in accordance with the bid terms and conditions, should any said department, agency, or municipality wish to buy under this proposal.

**16. COLLUSION**

The bidder, by affixing his signature to this proposal, agrees to the following: "Bidder certifies that his bid is made without previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same items and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action".

**17. VARIANCE IN CONDITIONS**

Any and all special conditions and specifications attached hereto which vary from General Conditions shall have precedence.

**18. TERMINATION**

Termination for Convenience. The City may, at its sole discretion and for its convenience, terminate this Agreement in whole or in part at any time by providing written notice to the Vendor.

Termination for Cause. The City may terminate this Agreement, in whole or in part, if the Vendor fails to perform or comply with any material requirement. The City will provide written notice.

**19. FORCE MAJEURE**

Neither Party will be liable for any delay or failure to perform due to events not foreseeable to the parties at the time of the execution of this Agreement including, but not limited to: fire, flood, earthquake, act of God, declared war upon the United States of America, an act of terrorism against the Vendor against the City of Tuscaloosa or against the United States government, or official United State Government actions that make it physically or legally impossible to fulfill the terms of this agreement and related quotes and orders.


**SPECIAL CONDITIONS**

**The General Conditions of Invitations to Bid and any Special Conditions stated shall be considered as part of the specifications of the bid.**

**ADDENDUM**

Any addenda issued for this bid will be posted on the City of Tuscaloosa website at <http://www.tuscaloosa.com/bids>. It is the responsibility of the bidder to check this page for any addendums before submitting their bid.

**HOW TO ASK QUESTIONS**

Any questions concerning the bid process and/or specifications should be directed to <https://bit.ly/ContactPurchasing>.

**BRAND REFERENCES & EQUIVALENTS**

- **Brand References** – Brand names and model numbers are descriptive only, unless specifically stated as restrictive.
- **Equivalent Items** – Bids offering equivalent items of equal quality will be considered if the bid clearly describes the article and explains any differences.
- **Required Documentation** – Descriptive literature, manufacturer specifications, and any supplemental comparison data must be submitted with the bid; referencing prior submissions on file will not satisfy this requirement.
- **City Review** – City personnel will determine whether an item meets specifications. Failure to provide the required documentation may result in rejection.
- **Exceptions** – Any exceptions must be detailed on the bidder’s letterhead and attached to the bid.

**AWARD STRUCTURE**

The City intends to award to one or more Primary Vendor(s). The City reserves the right to also designate a Secondary Vendor(s) to be utilized at the City’s discretion.

The City may purchase from a Secondary Vendor if the Primary Vendor(s) is unable to provide the item(s), fails to meet delivery requirements, or cannot fulfill the order within a time frame deemed reasonable by the City.

Any Secondary Vendor shall be bound by all pricing, terms, and conditions of this bid. By submitting a bid, all bidders acknowledge and agree that they may be designated as a Secondary Vendor.

Failure of a Primary Vendor to meet bid pricing, performance expectations, and/or delivery may result in partial or full reallocation of purchases to a Secondary Vendor.

**SCOPE OF AWARD AND EXTENSION OF PRICING**

The items listed are representative of the most commonly rented by the City and not intended to be an exhaustive list. Awarded bidder(s) shall extend the same pricing or discount structure to comparable products within the same product category, collection, or linen type that are not specifically itemized in this solicitation.

The City rents a variety of linen products on an as needed basis. These items include, but are not limited to, tablecloths, chair covers, drapes, runners, napkins, and sashes. Rentals are needed in a variety of colors and collections. The Awarded Bidder(s) shall maintain a product offering of sufficient breadth and quality, including premium specialty linen collections, to mee the City’s rental requirements.

**PRODUCT CATALOG AND AVAILABLE PRODUCT OFFERINGS**

To demonstrate the breadth of products available to meet the City’s requirements, bidders shall submit with their bid response a current product catalog, inventory listing, and/or any other documentation identifying the products and colors available for rental under the resulting contract. This will need to be printed materials and not website references. The submitted information shall be sufficiently detailed to enable the City to be able to evaluate whether bidder’s product offerings, including premium linen collections, provide a breadth and quality of inventory sufficient to meet the City’s rental needs as specified herein. **Failure to submit the required documentation may result in the bid being deemed non-responsive.**


**SPECIAL CONDITIONS**

**QUANTITIES**

All rentals and services under the resulting contract shall be furnished on an as-needed basis. There shall be no minimum order quantity, minimum order amount, minimum spend, or guaranteed contract volume.

**LOCAL PREFERENCE**

Local preference, if applicable, shall be applied in accordance with State of Alabama Competitive Law Section 41-16-50 and policies of the City.

**RENTAL PERIOD**

All pricing shall be based on a standard rental period consisting of delivery no later than twenty-four (24) hours prior to the scheduled event date and pickup or shipping return on the next business day following the event.

**CONDITION STANDARDS**

Items shall be delivered clean, sanitary, well-maintained, and in good working condition, free from excessive wear, stains, tears, cracks and other defects.

**DELIVERY AND RETURN**

Delivery to 1900 Jack Warner Parkway, Tuscaloosa, AL 35401. All deliveries must be made between the hours of 7:00am – 3:30pm, CST, Monday – Friday, with no deliveries received on City observed holidays. The City’s observed holidays are at <https://www.tuscaloosa.com/holidayschedule>.

The rented items must be delivered at least twenty-four hours (24) prior to the event and/or intended usage date. This date will be provided by the City at the time of order. The City will need to be provided commercial carrier package tracking for each order.

The City will initiate the return of the rented products on the next business day after the event and/or intended usage date.

**All returns originate from 1900 Jack Warner Parkway, Tuscaloosa, AL 35401 regardless of the return method.**

**Return by Local Pickup:** If Awarded Bidders elects to retrieve rental in person, Awarded Bidder(s) shall coordinate pickup with the designated City Contract Representative.

**Return by Shipment:** Return packaging (duffel bags or similar suitable packaging) must be provided by the awarded bidder for both delivery to the City and return shipment.

The Awarded Bidder(s) shall be responsible for coordinating the pickup and/or return of rented items. Any costs associated with delivery, pickup, return shipping, retrieval, or related services shall be included in the bid price.

Under no circumstance will City personnel be required to transport return shipments to a commercial carrier, shipping store, drop-off location, or other off-site facility for return.

**ONLINE ORDERING AND ACCOUNT MANAGEMENT**

Provide access to an online ordering and account management platform for the duration of the contract at no additional cost. The City requires a platform that offers these functions:

Review Product Selection	Schedule delivery, pickup, return, exchange	View order status and transaction history
Access previous orders/rentals	Access current and prior invoices and billing documents	Maintain multiple users and delivery locations

**DEFECTIVE OR NONCONFORMING PRODUCTS**

All products furnished shall be free from defects and conform to the specification of this IFB. In the event any product is found to be defective, missing, inaccurate, or nonconforming, the Awarded Bidder(s) shall, upon notification, promptly replace the affected products at no cost to the City (includes shipping, handling, and any associated costs) before the event date.


**SPECIAL CONDITIONS**

**LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS**

Bidders do not need a City of Tuscaloosa Business License, Certificate of Authority from the Alabama Secretary of State, nor E-Verify certification to submit a bid, but will need to provide this information (as applicable) prior to issuance of Purchase Order. Upon notification of award, the successful bidder will have 10 business days to provide requested compliance documents. Failure to obtain and maintain these requirements through contract term may result in rescinding of bid award and/or contract termination.

Awarded bidder may be required to obtain a City of Tuscaloosa business license to provide goods and/or services in response to this bid and subsequent contract(s). Inquiries regarding business license requirements should be directed to the City’s Revenue Division at (205) 248-5200. Failure to obtain and maintain the required city business license(s) may result in rescinding of bid award and contract termination.

If the successful bidder’s principal place of business is out-of-state, vendor may be required to have Certificate of Authority to do business in the State of Alabama from Secretary of State prior to issuance of Purchase Order. Vendors are solely responsible for consulting with Secretary of State.

Successful bidders may be required to provide verification of enrollment in the E-Verify program. Additional information may be found at <https://immigration.alabama.gov/>.

**NOTICES AND CONTRACT REPRESENTATIVE**

Upon awarding the contract, the following individual will serve as the designated point of contact. The designated point of contact will oversee and facilitate Contract administration and compliance and scheduling coordination.

**For City of Tuscaloosa:**

- Name:** Alexis Clark
- Title:** Tuscaloosa River Market Operations Manager
- Email:** [aclark@tuscaloosa.com](mailto:aclark@tuscaloosa.com)
- Phone:** 205-248-5296

**Important:** *This information is for use **after the bid award**. During the bid submission and evaluation process, all inquiries must follow the communication procedures outlined herein. Unauthorized communication with City employees outside this process may result in bid disqualification.*

**INVOICING**

Payment terms of Net30. Invoices shall be emailed to [accountspayable@tuscaloosa.com](mailto:accountspayable@tuscaloosa.com) and must include:

- Vendor name and address
- Purchase Order (PO) number
- Unique invoice number and invoice date
- Detailed description of goods provided
- Total invoice amount

**PAYMENT**

Payment terms of net30 or credit card without additional fees or surcharges applied.

**PLEASE CONTINUE READING THE NEXT PAGE**


## INSTRUCTIONS TO BIDDERS

### Bid Submission Requirements

1. **Completed Bid Forms** – Use the forms included herein to submit your response.
  - a. Use the provided fillable PDF version of the bid forms.
  - b. All forms must be completed in full and returned in the original format. Do not reformat, rearrange, or recreate the bid forms.
  - c. Each page that requires a signature must be signed by an authorized representative.
  - d. Signature fields are intentionally not prefilled in the PDF. It is the bidder's responsibility to sign each applicable page after completing the fillable fields.
    - i. Acceptable methods include wet ink (handwritten) or a verified digital signature.
    - ii. Typed names without authentication are not sufficient.
  - e. Bids that are incomplete, unsigned, or submitted with altered forms may be deemed non-responsive and rejected.
2. **Supporting Documentation** – Include any technical literature, specifications, or other documentation as outlined in this IFB.
3. **Additional Required Items** – Submit any other required items, such as forms, samples, or documents requested in this IFB.
4. **W-9 Form** – Include a completed and signed IRS Form W-9. A blank template is available at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.
5. **Acknowledged Addenda** – If applicable, include all completed and signed addenda.
  - a. *It is the bidder's responsibility to monitor the City's official website for issued addenda.* [www.tuscaloosa.com/bids](http://www.tuscaloosa.com/bids)
6. **Bid Submission Methods and Bid Envelope Instructions as detailed below MUST be followed.**

### Bid Submission Methods

Bidders must choose one of these four bid submissions listed below:

#### 1. Electronic Submission

Bidders may submit complete bid packages as PDF files at: [www.centralbidding.com](http://www.centralbidding.com).  
For technical assistance, contact Central Bidding at (225) 810-4814 or [support@centralbidding.com](mailto:support@centralbidding.com).

#### 2. Commercial Delivery Service (e.g., UPS, FedEx, DHL)

Bidders may submit sealed bids using a commercial delivery service (e.g., UPS, FedEx, DHL).

##### Physical Delivery Address for Commercial Delivery Service

Amanda Gann, Purchasing Agent  
City of Tuscaloosa  
2201 University Boulevard, Tuscaloosa, AL 35401

#### 3. Delivery by USPS Mailing Method

##### \*\*\*Important Note on USPS Mailing Method:

**Do not use standard USPS First-Class or regular stamped mail.** Bids submitted this way will not be accepted.

\*If using the U.S. Postal Service, the bidder **MUST SELECT** a USPS service that includes both tracking and signature confirmation (e.g., Priority Mail with Signature Confirmation).

\*The City is not responsible for misrouted or delayed USPS mail, and late submissions will not be accepted under any circumstance.

##### Mailing Address for USPS is different than the other delivery methods. Address for USPS delivery is

Amanda Gann, Purchasing Agent  
City of Tuscaloosa  
PO Box 2089, Tuscaloosa, AL 35403

#### 4. Hand Delivery

Bidders may hand-deliver sealed bids to the security desk at the City Hall complex. Entry is located on the 4th level of the Intermodal Facility parking deck, accessible from 7th Street beside Government Plaza. Security will notify Purchasing staff.

##### Hand Delivery Address

Amanda Gann, Purchasing Agent  
City of Tuscaloosa,  
2230 7<sup>th</sup> St, Tuscaloosa, AL 35401

**INSTRUCTIONS TO BIDDERS CONTINUED ON NEXT PAGE**


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**INSTRUCTIONS TO BIDDERS, CONTINUED**

**Bid Envelope Instructions**

1. Outer Envelope Labeling Requirements
  - a) Outer Envelope **MUST HAVE THE WORD "BID"** prominently displayed somewhere on the outside envelope
  - b) Outer Envelope **MUST HAVE** Bidder's name and address
  - c) Outer Envelope **MUST HAVE** Bid Title (found on Page 1 of this document)
  - d) Outer Envelope **MUST HAVE** the Date and Time of the Bid Opening (found on Page 1 of this document or as revised by an issued Addenda)
- 2) **Additional Notes**
  - a) One bid per sealed envelope
  - b) Allow adequate delivery time
  - c) Improperly packaged, labeled, or misrouted envelopes may result in bid rejection

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**Bid Opening**

The bid opening is open to the public and may be attended in person.

- Bids will be publicly opened and read aloud at the date, time, and location specified on Page 1 of this IFB (or as amended via addendum).
- Only the names of bidders and total base bid amounts (if applicable) will be announced at the opening. Detailed evaluations or award decisions will not be made at that time.
- Bids received after the official deadline will be marked late and returned unopened.
- Bidders are responsible for ensuring that their bids are received by the deadline. No exceptions will be made for late deliveries regardless of the cause.

Bid results will be:

- Posted as a preliminary bid tabulation on the City's website following the opening, which are advertised at [www.tuscaloosa.com/bids](http://www.tuscaloosa.com/bids).

Any changes to the bid submission deadline or opening schedule will be issued through a formal Addendum, which are advertised at [www.tuscaloosa.com/bids](http://www.tuscaloosa.com/bids). Bidders are responsible for monitoring the website for updates.

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## SPECIFICATIONS

### **INTENT AND SCOPE**

The purpose of this bid is to establish a contract to provide Linen Rental Service to the City of Tuscaloosa River Market. The River Market is a civic event venue that produces over 150 rental events annually, with approximately 3-5 events weekly. For the past two years, the River Market has processed approximately \$40,000.00 in linen rentals annually. Event types range from civic events to wedding receptions, University events, Greek socials, formals, class reunions, picnics, banquet dinners, boxing and MMA matches, and fundraisers. Each event has a different linen requirement with most orders utilizing polyester solid linens in a variety of colors, however higher-end designer lines are required by some high-profile clients. Orders range from 10 to 50 guest tables, accommodating up to 400 at a seated banquet. The venue requires access to a broad range of products in various sizes, styles, and colors to meet operational needs.

The items identified in the Bid Response Form are representative items and used for evaluation purposes and are not intended to represent the full range of products that may be rented during the contract term.

The Awarded Bidder(s) will provide rental linens on an as-needed basis in the sizes identified in the Bid Response Form.

### **STANDARD COLLECTION**

The Awarded Bidder(s) shall offer an inventory of standard polyester solid tablecloths, runners, napkins, sashes, and chair covers in the sizes identified in the Bid Response Form. Standard linen collection items shall be available in a minimum of twenty (20) colors, including black, white, and ivory.

### **PREMIUM COLLECTION**

The Awarded Bidder(s) shall offer a premium collection of 132-inch round table linens suitable for upscale events. The premium collection shall consist of a broad selection of specialty fabrics, textures, and patterns. Representative premium fabric varieties include, but are not limited to, damask, bengaline, burlap, crush, cascade, checks, chevron, cirque, denim, dupioni, exquisite, krinkle, lace nova swirl, organza, panama, patriotic, pintuck, rosette, satin, sequins, sheers, spandex, stripes, velvet, and similar premium specialty fabrics.

The premium fabric varieties identified are representative of the quality and variety of inventory desired by the City and are not intended to require specific manufacturers, proprietary collections, or trade names. Comparable premium fabrics that provide a similar appearance, quality may be considered.

### **HISTORICAL ACTIVITY AND ESTIMATED QUANTITIES**

The historical order volumes, expenditures, and other related activity provided in this solicitation are included as informational purposes only to assist bidders in preparing responsive bids. These figures should not be construed as estimated, minimum, or guaranteed quantities, dollar values, or volume for the contract resulting from this IFB.

Actual orders issued under any resulting contract will be made on an as needed basis and may be greater or less than historical information provided. The City makes no representation or guarantees regarding future orders, order frequency, or total contract value.

**PLEASE CONTINUE READING THE NEXT PAGE**


**BID RESPONSE FORM**

**Bid Pricing Instructions**

Bidders shall provide a unit price for each item identified in the response form below.

For the Premium Collection line item (#11), bidders shall provide a single unit price applicable to all premium 132” round table linens. The Premium Collection is further described in Specifications. Bidders shall ensure that price submitted for the Premium Collection applies to all premium fabric varieties offered under the resulting contract.

Line Item	Item Description	Rental Price (Each, Per Event)
1.	132” Round Polyester Solid Table Cloth – Standard Specifications on page 9. Standard linen collection items shall be available in a minimum of twenty (20) colors, including black, white, and ivory.	
2.	120” Round Polyester Solid Table Cloth – Standard Specifications on page 9. Standard linen collection items shall be available in a minimum of twenty (20) colors, including black, white, and ivory.	
3.	108” Round Polyester Solid Table Cloth – Standard Specifications on page 9. Standard linen collection items shall be available in a minimum of twenty (20) colors, including black, white, and ivory.	
4.	90” x 156” Rectangle Polyester Solid Table Cloth – Standard Specifications on page 9. Standard linen collection items shall be available in a minimum of twenty (20) colors, including black, white, and ivory.	
5.	90” x 132” Rectangle Polyester Solid Table Cloth – Standard Specifications on page 9. Standard linen collection items shall be available in a minimum of twenty (20) colors, including black, white, and ivory.	
6.	90” x 90” Square Polyester Solid Table Cloth – Standard Specifications on page 9. Standard linen collection items shall be available in a minimum of twenty (20) colors, including black, white, and ivory.	
7.	15” x 120” Runners – Standard Specifications on page 9. Standard linen collection items shall be available in a minimum of twenty (20) colors, including black, white, and ivory.	
8.	20” x 20” Napkins – Standard Specifications on page 9. Standard linen collection items shall be available in a minimum of twenty (20) colors, including black, white, and ivory.	
9.	8” x 110” Sashes – Standard Specifications on page 9. Standard linen collection items shall be available in a minimum of twenty (20) colors, including black, white, and ivory.	
10.	Chiavari Chair Covers- Standard Specifications on page 9. Standard linen collection items shall be available in a minimum of twenty (20) colors, including black, white, and ivory.	
11.	132” Round Collection – Premium Specifications on page 9.	

**BIDDER’S RESPONSE FORM CONTINUED TO NEXT PAGE**


**BIDDER’S RESPONSE FORM, CONTINUED**

**Instructions**

Bidders shall provide a response for every field in this section. If a requirement is not applicable, bidders shall indicate “N/A.”

Blank responses may be interpreted as the bidder’s inability or unwillingness to comply with the requirements and deemed non-responsive.

Line Item	Description	Response
12.	<p><b>Standard Lead Time</b> Detail the number of days of advance notice that is needed between when the order is placed and when the rental order can be delivered. Proposed lead time must be shown in days and shall include Sundays and holidays. Response is required by bidder.</p>	
13.	<p><b>Online Ordering and Account Management</b> Do you provide an online platform as detailed in Special Conditions? Yes/No is required by the bidder. If No response, bidder must include with their bid a full explanation of all exceptions.</p>	
14.	<p><b>Inventory</b> Describe any inventory limitations, quantity restrictions, seasonal availability issues, or other constraints that may affect contract performance. Response is required by bidder. If more space is needed, indicate as such in this response field to the right and provide the full response on business letterhead included with the bid submission.</p>	
15.	<p><b>Local Preference</b> Are you claiming local preference eligibility? Yes/No is required by the bidder. If Yes response, bidder must complete line 16.</p>	
16.	<p><b>Provide Business Address within Tuscaloosa City Limits</b> The City reserves the right to request additional information to verify eligibility for local preference. If not applicable, write “N/A.”</p>	

**BIDDER’S RESPONSE FORM CONTINUED TO NEXT PAGE**


**BIDDER'S RESPONSE FORM, CONTINUED**

**MESSAGE TO BIDDERS:** Please review your bid documents for accuracy, completeness, required documentation, and necessary signatures before submitting.

<b>COMPANY INFORMATION</b>			
<b>Company Name</b>			
<b>Full Street Address</b>		<b>Full Mailing Address</b>	
<b>Federal Tax ID Number (FEIN)</b>		<b>DUNS Number</b>	
<b>Company Website</b>			

<b>Authorized Person Submitting this Bid</b>			
<b>Name</b>		<b>Title</b>	
<b>Phone</b>		<b>Cell Phone</b>	
<b>Email</b>		<b>Full Mailing Address</b>	
<b>Signature</b>			

<b>Remittance For Payment</b>			
<b>Company Name</b>		<b>Phone</b>	
<b>Email Address</b>			
<b>Full Remit Mailing Address</b>			

Note: By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

**FAILURE TO COMPLETE ALL OF THE ABOVE WITH AN AUTHORIZED SIGNATURE MAY SUBJECT BID TO REJECTION.**