



GREENSBORO
NORTH CAROLINA

REQUEST FOR BIDS

Event #12514

Uniforms
Solid Waste & Recycling Department

SECTION 1 **OVERVIEW**

1. **Request for Bids (“RFB” or “Event”)**: The City of Greensboro (“City”) hereby solicits and invites bids from qualified Companies and Businesses (“Contractor”), with proven experience and expertise, to submit a response to the requirements outlined in this RFB and provide pricing for Uniforms for the Solid Waste & Recycling Department.
2. **Period and Terms of Contractual Agreement**: The selected Contractor(s) will enter into a agreement with the City to cover the proposed scope of work outlined in Section 2, Scope of Services of this RFB.
3. **Selection Process**: After the close of this RFB, Contractor bids will be reviewed and evaluated for responsible and responsive submissions, ensuring that all required documents outlined in the RFB (if required) were submitted. The City will award to the lowest responsive, responsible bidder.

A Contractor that wishes to be considered for selection shall submit a complete, concise, and comprehensible bid in the form and manner required by this RFB.

All bids, inquiries, or correspondence relating to this RFB, and all reports, displays, schedules, attachments, exhibits, and other documentation submitted by any Contractor will become the property of the City upon receipt. All bids received are subject to North Carolina Public Records laws found in Chapter 132 of the North Carolina General Statutes and the Public Records Confidentiality Clause in this RFB regarding public access to such documents, and any statements or endorsements inconsistent with therewith will be disregarded. All proprietary information disclosed to the City shall be held to Chapter 132 of the North Carolina General Statutes and the Public Records Confidentiality Clause.

4. **Minimum Requirements**: Contractors must meet the minimum specifications and requirements contained in the RFB. Contractors are required to acknowledge all exceptions to the minimum specifications, terms and conditions in their bids. Failure to do so may result in the response being deemed nonresponsive.
5. **Awarded Contractor Responsibilities**:
 - Provide Certificate of Insurance with Endorsements covering the minimum insurance requirements.
 - The awarded vendor must schedule date/s with the Solid Waste & Recycling Department for the ordering process.
 - The awarded vendor must measure each individual to ensure proper fit and have a sample of each item referred to in this bid when measuring. (Several samples of items and sizes are preferred.)
 - The awarded vendor must deliver uniforms in bundles for each employee.
 - Take responsibility for replacing items that arrive damaged, wrong, or unhemmed at the bidder’s own expense.

6. **RFB Questions:** Questions regarding this event may be submitted through the Greensboro eProcurement System (“GePS”). Answers will be posted in GePS within two days of the close of the Question and Answer Period; see Item 12: Submission and Response Schedule.

For the duration of this bid process, all correspondence regarding this RFB must be directed to Procurement Services. If it is determined that a Contractor fails to comply to this requirement and initiates correspondence with any other City staff, local elected officials, or representative about this bid process, they may be subject to disqualification.

7. **Rights of the City – Bids and Additional Documentation:** As a result of this RFB, the City reserves the right to accept or reject any and all bids received in whole or in part, to waive minor technicalities, or to negotiate with all responsive and responsible Contractors. The City also reserves the right to request financial documentation, such as independently audited financial statements, most recent tax returns, or profit loss statements, before awarding this contract.
8. **Rights of the City – Multiple Awards:** The City reserves the right to award contract(s) in whole or in part, whichever is in the City’s best interest as it determines in its sole discretion. The City reserves the right to award multiple contracts.
9. **Terms and Conditions:** The Contractor will abide by all the Terms and Conditions posted on the event. It is the Contractor’s responsibility to read the Terms and Conditions as they are incorporated into the final contract. Within the Terms and Conditions, you will find insurance requirements and a reference to the North Carolina State Statutes regarding confidentiality requirements.
10. **Due Date:** Submittals in response to this RFQ must be submitted to the City’s Procurement Services Division via GePS no later than **October 16, 2026, by 2:00 PM EST**, as determined by the City’s computer server. Although the City tries to maintain continuous access to the GePS website, service may be interrupted. Therefore, suppliers are encouraged to submit bids 24 hours prior to the event closing.
11. **Submission and Response Schedule:**

RFB Issuance	September 30, 2026
Questions and Answer Period Closes	October 12, 2026, at 2:00 PM EST
Submission Period Ends	October 16, 2026, at 2:00 PM EST
Anticipated Award Notification	October 2026

12. **Submittal Requirements:** Contractors submitting a bid must meet the minimum requirements outlined in Section 2: Scope of Work, and submit the following information with their response:
- Answer all questions on the Event

- Must complete the attached spreadsheet **FY26 27 Solid Waste & Recycling Uniform Bid List Form** with pricing for each item; price **must include any charges for embroidery or screen printing of logos and alterations**
 - Meet all the specifications listed in Section 2, Scope of Work
 - Must provide two (2) references with current contact name, email, and phone information that your company has provided uniforms for of similar quantities and specifications within the last two years.
13. Contractor will bear all costs associated with the preparation of the bid response and any presentations(s) requested by City.
14. Any bids may be withdrawn or modified prior to the RFB Submission Period End date and time stated in the Submission and Response Schedule.
15. **Non-Discrimination:**
It is the policy of the City to ensure that all businesses, including Small Business Enterprises, are afforded the maximum practical opportunity to participate in the City's purchasing and contracting processes. Therefore, the City will not enter into a contract or be engaged in a business relationship with any business entity that has discriminated in the solicitation, selection, hiring, or commercial treatment of vendors, suppliers, subcontractors, or commercial customers on the basis of race, color, religion, national origin, sex, age or on the basis of handicap or any otherwise unlawful use of characteristics regarding the vendor's, supplier's or commercial customer's employees or owners; provided that nothing in this policy shall be construed to prohibit or limit otherwise lawful efforts to remedy the effects of discrimination that have occurred or are occurring.

SECTION 2 SCOPE OF WORK

2.1 General Uniform Requirements

Uniforms furnished under this contract shall be new and unused and shall be the manufacturer's latest listed and published stock model(s) meeting all applicable requirements of these specifications.

The City will not accept clothing of a different style or brand than specified unless the specified item is unavailable. Any substitutions must receive prior approval from the City.

Sizing shall be available up to 5XL for tops and jackets. Substitutions due to sizing availability may be considered with prior City approval.

Sizes listed on the pricing spreadsheet are for quoting purposes only. Actual sizes and quantities will vary based on employee needs and orders placed.

2.2 Fitting, Samples, and Ordering

The awarded vendor shall be responsible for providing measurements for each garment to ensure proper fit.

The vendor shall have representative samples of each item included in the bid available for review and fitting. Providing multiple samples and sizes is preferred.

The awarded vendor shall coordinate with the Solid Waste and Recycling Department to schedule date(s) for an in-person ordering event. A vendor representative must be present during the ordering event to answer questions, assist employees, and provide product and sizing information.

The vendor shall provide an ordering process for each employee, with product offerings tailored to the items designated for supervisors and crew members.

2.3 Packaging and Delivery

Uniforms shall be delivered bundled separately for each individual employee, with the employee's name clearly identified on the bundle. No exceptions.

Items shall be delivered within 60–90 days of the order date. If an item is out of stock or otherwise unavailable within the required delivery period, the vendor shall promptly provide the City with an estimated delivery date.

The awarded vendor shall communicate promptly regarding delays, backorders, or out-of-stock items and shall be responsive to City staff emails and telephone messages.

The awarded vendor shall replace, at no additional cost to the City, any items received damaged, incorrect, improperly sized due to vendor error, or unhemmed when hemming is required.

2.4 Embroidery Requirements (samples on page 8)

Unless otherwise specified below, embroidered logos shall measure approximately 3 inches tall by 2 inches wide.

All shirts, sweatshirts, and jackets, except fabrics that cannot reasonably accommodate the weight of embroidery, shall be embroidered with the words “Greensboro Solid Waste and Recycling” and the leafy G logo.

Embroidery requirements are as follows:

Shirts, sweatshirts, and standard jackets: Logo embroidered on the left chest using white or black stitching, whichever provides the best contrast with the garment color.

High-visibility shirts and jackets: Logo embroidered on the left pocket in black.

Coveralls: Logo embroidered on the left chest.

Bib coveralls: Logo embroidered on the back.

Lightweight jackets: Logo embroidered on the left chest.

2.5 Screen Printing Requirements (samples on page 8)

Unless otherwise specified, screen-printed logos shall measure approximately 3 inches tall by 2 inches wide.

Rain suits shall have the Greensboro Solid Waste and Recycling logo screen printed on the garment.

2.6 Failure to Meet Requirements

The awarded vendor is expected to meet all specifications and delivery requirements established in this Scope of Work.

If the awarded vendor fails to meet the specifications or the required 60–90-day delivery timeframe, the City reserves the right to terminate the contract or purchase order in accordance with the applicable terms and conditions.

SECTION 3 **SUBMITTAL OF PRICING AND AWARD PROCESS**

The City reserves the right to accept any bid deemed to be in the best interest of the City, to waive any irregularities in any response, to reject any or all responses, and to re-advertise for new responses. The City intends to proceed with the bid review and selection process, then enter into a contract without negotiation, while reserving the right to negotiate at any time. All RFB dates are subject to change.

Prices shall be entered for each item listed on the 2026 Solid Waste and Recycling Uniform Bid Form spreadsheet that is under the Event attachments. **Note: price must include any charges for embroidery of logos, alterations, as well as any handling, shipping, and delivery fees.**

The lowest bid will be identified based on the total combined cost of all items, after meeting the solicitation requirements.

Bid Line Information

Please enter \$1.00 for the Contractor's bid total into the line section of the GePS event as specified. All bid prices should be provided on the **2026 Solid Waste & Recycling Uniform Bid Form**.

Award Process

Selection of Award: Contractor must meet all requirements and the minimums listed in the RFB and attached appendices (if applicable). The City may engage in discussions with any potential Contractor prior to final determination and award. The City will award this contract to the lowest responsive, responsible Contractor(s).

SECTION 4
SUBMITTAL MATERIALS

Contractors submitting bids must meet the minimum requirements and submit the following information with their response:

Contractor should respond to each of the following requirements in a clear, concise and comprehensive manner. The Contractor should carefully review the Public Records Confidentiality Clause when submitting information for this RFB.

Each bid submitted for consideration must comply with the stipulations set forth in this RFB, as well as any addenda and any written responses from the City to Contractor inquiries.

Contractor's submission shall identify a single contact person for receipt of responses and information from the City. The method of receipt and distribution of information will be by e-mail. Therefore, include a contact name, phone number, mailing address, and e-mail address with the bid.

Sample of Logos – Printed and Embroidered

