



Finance

Purchases and Supplies

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City of Toledo

One Government Center

640 Jackson Street

Toledo, Ohio 43604

REQUEST FOR QUOTATION

Goods and Services

Water Distribution Uniforms

Purchase Requisition Number 10008775

Issued By

Department of Public Utilities/Water Distribution

Date Issued

06/18/26

Response Submission Date and Time

Tuesday, July 7 at 1:30 PM EST

Bids will be read at 2:00 PM EST

Submit online through PlanetBids:
<https://pbsystem.planetbids.com/portal/22576/portal-home>

SCOPE AND SPECIFICATIONS

City of Toledo COT, Department of Public Utilities, is requesting proposals to provide our employees with uniforms. The successful bidder shall provide, at his/her own expense, within the City of Toledo, a shop or agency employing a minimum of ten (10) full time personnel with qualified knowledge of uniform apparel, where measurements may be taken, alterations can be made on-site, an inventory of uniform apparel maintained. Any alterations made on new garments are to be made without cost to the City of Toledo. When orders are complete they must be shipped to the division at no cost and employee's names must be labeled on their order. Division will not accept partial employee orders and they must be 100% complete and employee labeled.

LOCAL PREFERENCE

The description of and procedure to apply local preference to complainant bids received by the City of Toledo can be found under Toledo Municipal Code section 187.34.

The Toledo Municipal Code can be found by searching for the City of Toledo webpage toledo.oh.gov and clicking the "Government" link, then clicking the "City Code" link.

TARIFFS

Proposers must clearly identify any portion of their pricing that may be subject to fluctuation due to current or future tariffs, duties, or trade restrictions imposed by the United States or other governing bodies.

If any materials, products, or components included in the proposal are subject to tariffs or similar trade measures, the proposer should identify these items and specify the associated cost impact within the pricing section of their proposal. The awarded contractor shall not adjust pricing after contract execution unless such adjustment is directly attributable to a documented and material change in tariff costs that could not have been reasonably anticipated at the time of the proposal.

Any request for price adjustment due to tariff changes must include detailed supporting documentation and will be subject to review and approval by the City.

REVIEW AND SELECTION CRITERIA

This bid is evaluated and selected based on "lowest and best" offer. The following factors determine "lowest and best:" bid price, past work/experience with the City of Toledo, MBE participation*, local preference.

QUESTIONS

All questions regarding the plans and specifications must be in writing submitted through the PlanetBids website Q&A tab. The City's responses will be posted through PlanetBids.

BID SUBMISSION

Bids for this project will be accepted via e-bid through the City of Toledo's PlanetBids portal. Bid submittals or other transmissions of information have not been completed until an email confirmation of the transmission has been issued by PlanetBids. Bid prices shall be to two (2) decimal places (i.e. \$0.00). Only one (1) price per line item will be accepted.

In order to be awarded a contract, the City requires all of the following documents must be submitted with each bid your company submits in 2026 in PlanetBids:

- Project Paperwork*
- Line Items – will auto-populate with e-bid
- Bid Guaranty (bid bond or certified check / cashier's check on a solvent bank) – see instructions below
- Signed Contract by the Vendor*

**Located on "Documents" tab in PlanetBids*

Bid Guaranty requirements are located on the "Bid Information" tab on PlanetBids. The bid guaranty shall be in the form of a cashier's check/official check on a solvent bank or a bid bond. If using a check as the bid guaranty, the check must be scanned and uploaded with your bid. In addition, the check must be received by the Division of Purchases and Supplies no later than the due date and time to be deemed responsive. No Company / No Personal checks will be accepted. Checks shall be made payable to "City of Toledo." If your company is using a bid bond, scan and upload with bid; the original does not need to be received by the City of Toledo. **If your company does not provide a bid guaranty, your bid submittal will be deemed non-responsive. (TMC 187.09)**

City of Toledo
Division of Purchases and Supplies
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Beginning with bids advertised on or after March 13, 2026 the following documents will only need to be submitted once for your company for the duration of all contracts with the City. If any information changes, it is the company's responsibility to notify the city and update the applicable documentation.

City Paperwork:

- Vendor Registration Form, if your company is new to doing business with the city
- Business Tax Registration Form, if your company is new to doing business with the city
- Child Support Affidavit, notarized
- Vendor Utility

Beginning with bids advertised on or after March 13, 2026 the following documents will only need to be submitted once for all bids your company submits in 2026. If any information changes, it is the company's responsibility to notify the City and update the applicable paperwork.

Annual Paperwork:

- W-9
- Insurance Certificate, naming the City of Toledo as an additional insurer – requirements available on the "Documents" tab of PlanetBids
- EEO Compliance
- Debarment Certification
- Living Wage Affidavit, updated no later than February 1st
- Bureau of Worker's Compensation Certificate

BID OPENING MEETING

Bids will be open at 2 PM EST on the due date of this bid via Zoom Meeting at:

<https://link.edgepilot.com/s/72026a0a/vScHndadGUqgTn8jHzPYIQ?u=https://toledo-oh-gov.zoom.us/j/96570601158>

This meeting is available to all interested parties. Preliminary Bid results will be available within one day on the PlanetBids website after bid opening. Bid results will be published to the PlanetBids website once awarded.