

Expression of Interest

Non-Compulsory Indoor Staff Uniform

INTRODUCTION

Bathurst Regional Council is seeking expressions of interest from suitable uniform suppliers for the provision of non compulsory uniforms for both male and female indoor employees.

Council is looking at providing a variety of different uniforms for both winter and summer seasons, considering our current colours (lower/outer garments black & charcoal) and (upper garments black, charcoal, white, lilac, green, blue/navy). These may be negotiable.

The proposed period is for 2 years with an option of a further 2 years pending satisfactory service.

BACKGROUND

Council has for several years now had a non compulsory uniform for indoor employees with a range of colours and styles. Approximately 50-100 employees have chosen to take up the option of wearing a uniform in the past.

Council's current arrangements involve two fitting sessions per year with the potential change to three depending on interest from employees to be held at the Civic Centre where staff can view and try on the summer and winter range. This has proved highly successful and will form a requirement of the successful company's service delivery.

For indication purposes only, since the inception of this uniform program, Council has purchased approximately \$35,000 of clothing per annum. Council, however, cannot guarantee any amount of purchase, as being a non-compulsory uniform it will depend entirely on staff attitude to the options available. Council cannot be held liable if the indicative purchase figures quoted above are not achieved.

UNIFORMS REQUIRED

The successful company or individual will need to supply the following garments including embroidery as a minimum:

Women

- Shirts (blouses & casual)
- Skirts
- Trousers
- Dresses
- Suits (including jacket, skirt and/or trousers).
- Knitwear
- Casual and winter jackets

Men

- Shirts (casual and business)
- Trousers
- Suits (including jacket and trousers),
- Casual and winter jackets
- Knitwear

These will all be required to be embroidered with the registered Council logo (Butterfly) and this should be included in any costing estimates.

Please note: Additional Embroidery will be required for some offsite facilities at additional costs arranged with successful supplier.

ASSESSMENT

Expressions will be assessed on the following criteria:

1. Price
2. Style/design
3. Affordability
4. Variety
5. Supply timeframes

TIMETABLE

1. Expressions of interest close Tuesday, 12 November at 10am.
2. Initial shortlisting of suppliers (1-2 weeks)
3. Possible presentation by shortlisted suppliers. (2-3 weeks)
4. Decision made and supplier engaged.
5. Unsuccessful suppliers notified.

RESPONSE TO THE EXPRESSION OF INTEREST

For the response to be considered the Suppliers must detail their response on the Expression of Interest form attached to the brief.

EXPRESSION OF INTEREST FORM

Please complete and return this form as your Expression of Interest.

Name of Company: _____

Contact Name: _____

Address: _____

Telephone: _____ Mobile: _____

Email: _____

1. Council requires quotes on the specific list below so comparisons can be made.

Women's

BRAND	CODE	DESCRIPTION	PRICE INCL GST & EMBROIDERY
Gloweave	G1800WZ	Reese V-Neck Top	
City Collection	CC2263	So Ezy Blouse	
Gloweave	G1637WL	Gingham Check Shirt	
Stencil	PT1162	Superdry Polo	
Biz Collection	FBS911L	Paris Dress	
Biz Corporates	F24015	Multi-Pleat Skirt	
Biz Care	CL041LL	Jane Pant	
Biz Collection	FBS507L	Kate Perfect Pant	
Biz Collection	FLC916L	Roma Cardigan	
Biz Collection	FJ307L	Geneva Soft Shell Jacket	

4. Supply Times (including alterations)

6. Referees – Name and Contact Number

7. Additional Information

Signature: ----- Date: -----

Expressions of Interest must be in a plain sealed envelope, on which are printed only the words “E.O.I # 36.00378 – Supply of Uniform” and are to be placed in the Quotation Box, Ground Floor, Civic Centre, 158 Russell Street, Bathurst, prior to the closing time of 10am Tuesday 12 November 2024.

Any lobbying or liaison with Councillors, prior to consideration of the expression of interest by Council, will lead to the rejection of the offending submission.