

1412142447 FIRE RESISTANT CLOTHING FY27-FY29
APPENDIX A - TECHNICAL SPECIFICATIONS

Scope of Work:

I. Scope of Work

1. Company shall provide various garments that are Hazard Risk Category (HRC) 2 Fire Resistant Clothing for all JEA electric employees, but mainly at our Westside and Southside Service Centers (approximately 260 Employees but this quantity may increase).

Westside Service Center
6727 Broadway Ave
Jacksonville, FL 32254

Southside Service Center
2325 Emerson St
Jacksonville, FL 32207

2. The Clothing shall have a minimum Arc Rating of 8 Cal/Cm². All shirts should have a material weight of 9 oz. or less and all pants should have a material weight of 14 oz. or less.
3. The Clothing shall be broken down into the following categories:
 - a. Long Sleeve T-shirts (No Collar)
 - b. Henley Shirts (Long Sleeve Only)
 - c. Button Down Shirts (Long Sleeve Only)
 - d. Polo Shirts (Long Sleeve Only)
 - e. Jeans/Denim Pants
 - f. Cargo Pants
 - g. Dress/Work Pants
 - h. Sweatshirts/Light Jackets (Pullover, Zippered, Hooded, or Non-Hooded)
4. Employees will provide company with an allotment to be used to purchase JEA-approved FR clothing items from vendor. It is the responsibility of the vendor to collect payment from employees for any cost beyond the allowances set forth by JEA. By accepting the JEA allotment, the vendor agrees to the following:
 - a. The allotment may only be used to purchase JEA-approved FR clothing items. Any unapproved items will not be authorized for payment using the allotment.
 - b. The allotment will be valid between October 1st and March 31st for each fiscal year. Any invoices submitted outside of valid date range will not be paid. Date ranges are; FY27 – 10/01/2026 through 3/31/2027, FY28 – 10/01/2027 through 3/31/2028, and FY29 – 10/01/2028 through 3/31/2029
 - c. The vendor may choose to allow employees to use allotment on one visit, or to allow for multiple visits during the valid date range period.
 - d. All items ordered must be shipped within 90 days of order date.
 - e. Vendor is responsible for all tracking of allotment remaining balances and submitting invoices for the shipped/issued items.
 - f. The vendor will invoice JEA monthly for the purchases made during the previous month including all of the required information listed below:
 1. Employee Name
 2. Employee ID Number
 3. Date of Sale
 4. Itemized listing of purchases with cost and ID/Catalog Number
 5. Total amount of Sale
 6. Remaining allotment balance
5. Company can either be LOCAL retailers with brick-and-mortar locations within 60 miles of Jacksonville, Florida, or ONLINE retailers using an online store with a catalog of JEA approved items.

6. The Company shall provide a catalog or link to an online store of all men's and women's garments that are available at the time of the Proposal that can be offered which meet the requirements/categories listed in items 2 & 3.
7. JEA shall require embroidery on all of the shirts, using FR Thread for this embroidery, including bobbins and backing. This shall include a provided JEA logo (approx. 2.5" W x 1" H) on the upper left chest.
8. All expenses for fitting, embroidery, set up fees, return processing, shipping and delivery shall be included in the unit price of the clothing item billed to JEA by the Company.
9. Order errors due to mistakes by JEA can be exchanged for a maximum of a 20% restocking fee. Restocking fees shall be invoiced separately on a monthly basis, listing employee's name and order number for related fee. Order errors due to mistakes by the Company shall be exchanged for no additional cost to JEA.
10. JEA will provide a list of JEA employee's and their Badge numbers for those personnel that are authorized to make purchases from the approved supplier location.

II. Company's Responsibilities During Term of the Contract

1. Any ONLINE Company shall be required to make two (2) on-site visits on a mutually agreeable time to each of the electric distribution service centers for sizing of the employees, as well as providing a sample of each of the products approved by JEA for employee use.
2. Any JEA employee who misses the scheduled days for fitting shall use a sample kit containing common sizes and styles for fitting at a JEA facility and enter their order using the company's online catalog.
3. The Company shall provide a JEA specific catalog that preferably is available online and shall offer detailed listings of all JEA approved FR apparel, including pricing, arc rating, weight, and designated color options for each style.
4. The company shall provide a detailed website that has a customizable dashboard that shows real-time information that can be filtered and searched by individual employees or departments. JEA shall have the ability to provide designated users "administrative" access to view/mange this dashboard. The information available shall include detailed records of orders, charges, amount spent/available, shipping times, and historical data for popular items, costs, average shipping times by item, etc.
5. The Company shall be responsible to separate all orders by JEA employee for either pick up or delivery to employee's home address. The invoices shall detail the employee's name, employee #, item description, and cost. All invoices shall be sent electronically to a designated JEA employee for all purchases related to this Contract.
6. The Company shall handle all returns with employees due to product defect directly with the manufacturer and shall credit employee's account or replace any defective items determined to be the result of a manufacturing error. JEA has the right to remove any item from the approved catalog at any time due to durability or quality concerns.
7. The Company shall offer repair services for additional costs, for rips or tears that are determined can be fixed. FR thread shall be used for these repairs, and an estimate shall be given prior to any repair work being performed.
8. The combined minimum order for this bid shall consist of at least three (3) shirts and three (3) pants per employee (estimated 450 Shirts & 450 Pants initially). After initial purchase there shall be an anticipated replacement of ninety (90) additional shirts and forty-five (45) additional pants depending on wear and damage to the existing clothing. These numbers could increase if additional people are added to the department and/or if there is a greater than anticipated need for replacement garments.

9. Replacement garments shall not be paid for with the initial payment from JEA. These shall be handled on an as needed basis and shall be invoiced monthly. Invoice must list employee's name and items replaced. The replacement clothing shall be paid for by JEA using a JEA purchasing card and must be approved by designated JEA personnel.
10. The vendor will invoice JEA monthly for the purchases made during the previous month including all of the required information listed above.