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**Invitation to Bid  
Formal Bid #17-18-51**

**Item(s): Greenville Police Dept. Summer/Winter Uniforms  
and Accessories Per Specifications**

**Bid Due Date: Friday, June 8, 2018 @ 11:00AM  
Pre-Bid Meeting: Monday, June 4, 2018 @ 9:00AM**

**Location: Purchasing Office  
201 West Fifth Street  
Greenville, NC 27858**

**For Questions Concerning the Bid:  
Ms. Denisha Harris  
Purchasing Manager  
Telephone: 252-329-4862  
[dharris@greenvillenc.gov](mailto:dharris@greenvillenc.gov)**

**Technical Specifications:  
Dale Mills  
Sergeant  
Telephone: 252-329-4339  
[dmills@greenvillenc.gov](mailto:dmills@greenvillenc.gov)**

**INVITATION TO BID  
FORMAL BID#17-18-51  
GREENVILLE POLICE DEPARTMENT SUMMER/WINTER UNIFORMS**

**INSTRUCTIONS TO BIDDERS**

The City of Greenville will receive sealed bids for supplying “Greenville Police Department Summer/Winter Uniforms” as per specifications. Bids will be received until **11:00 a.m., local time, on Monday, June 8, 2018**, and at that time will be publicly opened and read aloud in the Office of the Purchasing Manager, located at 201 West Fifth Street, Greenville, NC 27858

**A pre-bid conference will be held in the Purchasing Office located at 201 West Fifth Street, Greenville, NC on Monday, June 4, 2018 at 9:00 AM. All interested vendors should attend.**

The person, firm or corporation submitting a bid shall submit it in a sealed envelope to the Purchasing Manager or her duly designated representative, at the Office of the Purchasing Manager located at 201 West Fifth Street, Greenville, NC 27858, on or before the hour and the day stated above. **Bidding firms are asked to mark the envelope “Greenville Police Department Summer/Winter Uniforms” in lower left hand corner with the bid number FB#17-18-51** shown on the front of the envelope in which the bid is submitted. NOTE: LATE BIDS WILL NOT BE ACCEPTED.

The Bidder shall insert the required responses and supply all the information, as requested, on the enclosed Bid Pricing Forms. The prices inserted shall be net and shall be the full cost, including all factors whatsoever. Any bids not submitted on such forms provided will be considered unresponsive.

No bid may be changed or withdrawn after the time of the bid opening. Any modifications or withdrawals requested before this time shall be acceptable only when such request is made in writing to the Purchasing Manager.

**The successful vendor must be a brick and mortar establishment, no cyber business will be accepted. The successful bidder must also have a retail outlet within 125 miles of the City of Greenville, NC. A representative must be available for onsite visits at least one day each month.**

The City of Greenville reserves the right to reject any and all bids, to waive any informalities and to accept the bid it deems most advantageous to the City. Any bid submitted will be binding for 60 days after the date of the bid opening. The option of selecting a partial or complete bid shall be at the discretion of the City of Greenville.

Time of delivery to Greenville, N. C. will be a factor along with quality, cost, etc. in awarding the bids.

It is expressly understood by the bidders that written notice of award by the City will constitute an agreement by the City to consummate the transaction and will serve together with the proposal, the advertisement, these instructions and the detailed specifications, as the entire form of contract between the parties, except in cases where formal contracts are warranted.

Each proposal shall specify delivery time. Bids shall be FOB, Greenville, NC

Each bidder shall affirm that no official or employee of the City of Greenville is directly or indirectly interested in this proposal for any reason of personal gain.

The City has adopted an Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerks Office, City Hall, Greenville, N. C. By submitting a proposal, the firm is attesting that they are an Equal Opportunity Employer.

### **Minority and Women Business Enterprise (MWBE) Program**

It is the policy of the City of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchase, and professional and personal service contracts. In accordance with this policy, the City has adopted a Minority and Women Business Enterprise (MWBE) Plan and subsequent program, outlining verifiable goals.

**The City has established a 2% Minority Business Enterprise (MBE) and 2% Women Business Enterprise (WBE) goal** for the participation of MWBE firms in supplying goods and services for the completion of this project. All firms submitting bids agree to utilize minority and women-owned suppliers and service providers whenever possible. Questions regarding the City's MWBE Program should be directed to the MWBE Office at (252) 329-4462.

Federal law (Rehabilitation Act and ADA) prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.

Sales taxes may be listed on the proposal, but as a separate item. No charge will be allowed for Federal Excise and Transportation tax from which the City is exempt.

If your firm is unable to bid for any reason, please send a letter of explanation.

Questions regarding any part of this bid shall be directed to Denisha Harris, Purchasing Manager, P. O. Box 7207, Greenville, N. C. 27835, telephone (252) 329-4482, email: dharris@greenvillenc.gov.

Denisha Harris  
Purchasing Manager  
City of Greenville, N. C.

# SPECIAL INSTRUCTIONS

## Uniform Requirements

### 1. CONTRACT COVERAGE

This invitation to bid includes estimated requirements for City of Greenville Police Department Summer and Winter regulation dress uniforms for the upcoming fiscal year. Uniforms are requested for all new hires for the life of the contract and replacements as needed for existing personnel. Unit prices must be bid firm for the entire contract period. It is to be a twenty-four (24) month contract with two (2) one (1) year options to extend at the same price after the effective date of delivery. The City has the option of cancellation after either party gives a 60 day notice to the other party in writing or in the event the funds are not budgeted/appropriated by the City in the future years. The City of Greenville also reserves the option to extend or renew this contract if deemed to be in its best interest. The City of Greenville also reserves the right to cancel the contract for non-performance or compliance at any time it deems necessary, but will provide a 30 day notice to the vendor in writing.

### 2. COMPLIANCE WITH SPECIFICATIONS

All vendors, by submission of their bid, agree to comply with all of the conditions, requirements, and specifications of this proposal, as stated or implied herein.

**Wherever brand, manufacturer, or product names are indicated, they are intended to identify the style, fit, wear, design and color of the approved uniform. Equal items may be bid but the burden of proof (that other than listed items bid are in fact equal) is on the bidder. Proof must be furnished at time bid is submitted, by submitting properly marked samples with the bid package. Time is of the essence in making this bid award. Therefore, samples sent separately from the bid package will not be accepted. Uniforms must be accepted by the City of Greenville as an approved equal in order to receive bid award.**

**The City of Greenville reserves the right to accept or reject a submitted item and to make the award that is deemed in the best interest of the City of Greenville.**

Any questions regarding these specifications should be asked during the scheduled pre-bid conference. Should a bidder be unable to attend the pre-bid meeting, questions regarding these specifications should be submitted to Denisha Harris at [dharris@greenvillenc.gov](mailto:dharris@greenvillenc.gov) prior to Monday, June 4, 2018.

### 3. FITTING – ALTERATIONS

Bids shall be taken on complete uniforms produced by experienced uniform makers in stock sizes. The successful bidder will be required to take individual measurements and alter stock uniform items to these measurements. Fittings must be performed as needed for all new hires and to acquire replacements for existing personnel. Employees must be individually fitted for uniform apparel within one (1) week after the bidder receives notification of a new hire with the City.

The holder of this contract is responsible for taking all measurements and guaranteeing fit of all personnel regardless of size.

Re-alterations, re-measurements, and exchanges are to be at the contract holder's expense and carried out on a timely basis.

#### **4. OVERSIZE CHARGES**

No oversize charges will apply to any items listed as a stock size by the manufacturer as determined by the size range listed in the manufacturer's catalog and price lists.

Any item requiring special cutting of a non-stock size will be priced at the bid price plus a maximum of 30% over the bid price of that item.

#### **5. ONLINE ORDERING**

The successful vendor will be required to set up an online ordering process accessible by each employee. The employee will be given an allowance for uniforms. Once the allowance is depleted, the ordering system must provide the option for personal credit card use.

#### **DELIVERY**

Delivery date of uniforms will be a major factor in considering award of this bid.

Delivery of orders placed during the contract period must be accomplished within fifteen (15) days from receipt of order. Maximum delivery of non-stock special cut sized will be 100 days.

All deliveries must be made to the individual employee's homes as designated through the online ordering system.

#### **6. PACKING AND LABELING**

Uniform articles for each individual are to be packaged separately, with each package labeled to indicate the individual's name and contents of the package.

#### **7. PATCHES, CHEVRONS, SERVICE STARS, ETC.**

Bids shall be taken on complete uniforms. Sewing on or embroidering of all patches, chevrons, service stars, etc. must be included in the bid price. **Patches, chevrons, service stars, etc. must be furnished by the vendor.**

A custom designed shield shaped patch must be sown on garments prior to delivery to the individual Officer. This patch is to be used on the sleeves of all shirts, blouses, and jackets issued by the Greenville Police Department.

The shield will be outlined in yellow gold. The background of the patch will be black in color. On the background will be a circular area, outlined in green and gold. Inside the circular border at the top of the circle will be the wording "Community Oriented". Inside the bottom edge of the circular border will be the wording "Greenville Police Department." An eagle with gold shield in the background is centered in the circle. The eagle will have yellow gold wings and claws. The head shall be white. Across the top of the shield shall be the wording "GREENVILLE" and "POLICE" will be across the bottom.



Greenville Police Department badge must be embroidered onto the left chest of each shirt prior to shipment.

The successful vendor will be required to embroider the first and middle initial plus last name on each shirt (right chest).

Chevrons (if applicable) must be patched on the sleeve prior to delivery, and Rank Insignia must be embroidered on the collar.

## **8. QUANTITIES**

The quantities listed in this bid are approximations only and are subject to change. The intent of this contract is to outfit all new hires and replace uniforms as needed. It is our intent to outfit each new hire with one (1) long-sleeve and one (1) short-sleeve Class A, zip up shirt; four (4) Polo shirts (long and/or short-sleeved); and four (4) pair of pants. Accessories required (per person) include one (1) double magazine pouch, one (1) extended pistol pouch, two (2) versatile belt mounted pouches, one (1) handcuff pouch, one (1) basic inner belt, and one (1) CopLock Duty Belt. The quantities listed are not to be interpreted as a minimum that must be bought and they are not binding on the City of Greenville.

## **9. CITY COUNCIL ACTION**

The City Council of the City of Greenville reserves the right to reject any and all proposals, waive informalities, and to make the award/purchase which is in the best interest of the City of Greenville. The City of Greenville reserves the option to extend or renew the successful vendor contract if it is deemed to be in the best interest of the City of Greenville or if it is necessitated by need.

## **10. BID SUBMITTAL**

Proposals must be made upon the Bid Pricing Form attached hereto. They must be enclosed in a sealed envelope and endorsed with the title of the bid and the bid number. They must be filed with the Purchasing Manager on or before the time stated in the advertisement. Mailed proposals should be mailed to the Office of the Purchasing Manager 201 West Fifth Street, Greenville, NC 27834. Note: It is the bidder's responsibility to ensure that their bid is in on time. Late bids will not be accepted.

## **11. CONTRACT AGREEMENT**

It is expressly understood by the bidders that written notice of award by the City will constitute an agreement by the City to consummate the transaction and will serve together with the proposal, the advertisement, these instructions and the detailed specifications as the entire form of contract between the parties.

City of Greenville

Financial Services/Purchasing Division  
Telephone: 252-329-4862

**BID PRICING FORM**

Formal Bid #17-18-51      Greenville Police Department Personnel Uniforms

**\*Note: No bids will be accepted that are not submitted on this form.** Items that are not being bid should be left blank. If not bidding specified brands, please include mfr. and item number for the items that are being bid. Sales tax may be listed but as a separate item. Prices must be bid FOB Destination.

**BID FORM**

<b>Item No.</b>	<b>Description</b>	<b>Unit Price</b>
1.	<b>Womens Short Sleeve Shirt with Zipper</b> Brand: TexTrop2 Manufacturer: Elbeco Mfr. Item: Z9814LCN Mfr/Item Bid: _____	\$ _____
2.	<b>Mens Short Sleeve Shirt with Zipper</b> Brand: TexTrop2 Manufacturer: Elbeco Mfr. Item: TXTPS2 Mfr/Item Bid: _____	\$ _____
3.	<b>Womens/Mens Long Sleeve Shirt with Zipper</b> Brand: TexTrop2 Manufacturer: Elbeco Mfr. Item: TXTPS2 Mfr/Item Bid: _____	\$ _____
4.	<b>Womens/Mens UFX Uniform Long Sleeve Polo</b> Brand: UFX Manufacturer: Elbeco Mfr. Item: UFXUP Mfr/Item Bid: _____	\$ _____
5.	<b>Womens/Mens UFX Uniform Short Sleeve Polo</b> Brand: UFX Manufacturer: Elbeco Mfr. Item: UFXUP Mfr/Item Bid: _____	\$ _____
6.	<b>Womens/Mens Hidden Cargo Pants</b> Brand: TexTrop2 Manufacturer: Elbeco Mfr. Item: TT2P Mfr/Item Bid: _____	\$ _____

7. **Double Pistol TACO Belt Mount** \$ \_\_\_\_\_  
 Manufacturer: High Speed Gear  
 Mfr. Item: BM-DOUBLE-PT  
 Mfr/Item Bid: \_\_\_\_\_
8. **Extended Pistol TACO Belt Mount** \$ \_\_\_\_\_  
 Manufacturer: High Speed Gear  
 Mfr. Item: BM-EXPTACO  
 Mfr/Item Bid: \_\_\_\_\_
9. **Pistol TACO Belt Mount** \$ \_\_\_\_\_  
 Manufacturer: High Speed Gear  
 Mfr. Item: BM-PTACO  
 Mfr/Item Bid: \_\_\_\_\_
10. **Handcuff TACO** \$ \_\_\_\_\_  
 Manufacturer: High Speed Gear  
 Mfr/Item Bid: \_\_\_\_\_
11. **HSGI Inner Belt** \$ \_\_\_\_\_  
 Manufacturer: High Speed Gear  
 Mfr/Item Bid: \_\_\_\_\_
12. **Cop Lock Duty Belt** \$ \_\_\_\_\_  
 Manufacturer: High Speed Gear  
 Mfr. Item: 31DBC  
 Mfr/Item Bid: \_\_\_\_\_

SUB- TOTAL: \$ \_\_\_\_\_

SALES TAX: \$ \_\_\_\_\_

GRAND TOTAL: \$ \_\_\_\_\_



**Oversize and/or alteration charges (Please list/explain):**

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**Addendum(a) Acknowledgement** (if applicable)\_\_\_\_\_

**Company**\_\_\_\_\_

**Address**\_\_\_\_\_

**Date**\_\_\_\_\_ **Delivery Date**\_\_\_\_\_

**Authorized Representative Signature**\_\_\_\_\_

**Title**\_\_\_\_\_

**Telephone Number:**\_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:**\_\_\_\_\_