

REQUEST FOR PROPOSALS FOR UNIFORMS AND UNIFORM ACCESSORIES

**FOR THE
City of Anderson Police Department**

Contact:

**Lieutenant David Creamer
City of Anderson Police Department
401 South Main Street
Anderson, SC 29624-2301
(864)844-3293**

(Note: The preferred method of contact is email)

E-mail : dcreamercityofandersonsc.com

I. Statement of Need

The specific type of equipment, products and services that the City of Anderson Police Department seeks to acquire under this Request for Proposal (RFP) is **Uniforms and Uniform Accessories for Police and Detention Personnel**. The package may include but may not be limited to shirts, pants, ties and other accessories. The period covered in the RFP is Calendar Year 2017 (January 1, 2017 – December 31, 2017).

The City of Anderson Police Department (the agency) is a full-service local law enforcement agency serving a municipality (county seat) with a residential population of 27,130 within a geographical area that is approximately 15.6 square miles and contains an estimated 203 miles of linear roadway on 520 streets and roads. The agency currently employs 101 sworn police personnel and 50 non-sworn personnel. The 33 City of Anderson Detention Center personnel are included in that count. It has an additional complement of 8 Reserve Officers. The agency has capital equipment including a Police Department and Detention Center and operates more than 100 motor vehicles. According to the (preliminary) FY16 Annual Report, the total expenses for operating the agency in FY16 was \$8,179,646.35.

During FY15, personnel of the City of Anderson Police Department handled 70,821 calls-for-service (CFS), documented 6,990 incidents on 5,845 incident reports, responded to 2,209 traffic crashes (1,931 wrecks and 278 hit & runs), made 3,222 criminal charges against 2,234 defendants, arrested 3,438 people, wrote 312 parking tickets and issued 8,756 traffic citations to 7,079 violators. Within the total number of CFS, officers investigated or were dispatched to 3,122 suspicious persons, 936 civil disputes and 1,634 suspicious vehicles. They also conducted 14,042 traffic stops. Officers also made or attempted 310 stops of vehicles suspected of intoxicated driving, answered or initiated 7 calls for drag racing and assisted motorists 577 times.

A properly groomed, well-dressed and well-equipped law enforcement officer is the integral component of establishing & maintaining quality service and citizen's confidence in the agency. Proper attire for police officers who engage in citizen interactions is critical for the agency's professional image and crucial for helping to maintain citizen's confidence in the criminal justice system.

As used in this Request for Proposal (RFP), the terms and phrases "City of Anderson Police Department", "Agency" and "Department" refer to the City of Anderson Police Department located in Anderson, South Carolina at 401 South Main Street with zip code 29624, unless otherwise noted. The City of Anderson Police Department is a division of the City of Anderson, Incorporated. The City of Anderson Police Department will be managing this project and the acquisition of all services and/or equipment to be procured through this RFP.

Potential bidders are encouraged to read all pages of the *request for proposal*. Any questions concerning this proposal should be addressed to the contact person named above.

II. Specifications (This section to be returned with bid package)

1. In the bid packet, the vendor must include this section (Section II) immediately after page 1 of their bid. Do not re-create or re-type this section. There are page breaks before and after this section so that it can be printed separately from the rest of the RFP. Vendors can copy these pages after printing them but the words and formatting must not be altered in any fashion. If problems and/or mistakes are noted in the processing of these specifications, make the necessary notations in the left margin(s) next to the respective point(s).
 - A. Page 1 (the top page) of the vendor's bid is the vendor's page and is on the vendor's letterhead. It is signed and dated in blue ink by the vendor. Page 1 states the cost of the items in this RFP by line item, including shipping & handling and sales tax. The top of page 1 should be titled "Uniforms and Accessories."
 - B. This section, section II, follows that page. Do not retype this section. Print this section (section II) and use it exactly as it has been provided by the agency.
 - C. Each numbered and lettered item in Section II such as A, B, C, 1, 2, 3, a, b, c, (1), (2), (3), (a), (b), (c) etc, and every heading, point or sub-point in this section should be marked immediately to the left of the heading, number, letter, point or sub-point with the words "**Yes**" if the product complies with that particular spec.
 - D. If the bidder does not comply and/or if the bidder is unsure, the heading, point or sub-point should be marked "**No**".
 - E. Each of the bid specification sheet pages (every page in section II) must then be stamped or otherwise titled in ink at the top/center of the page immediately under the header with the Vendor's name as listed on the letterhead (page 1) and **signed in blue ink and dated** in the top right-hand corner by the authorized company representative who signed page 1.
 - F. Any part of this section (heading, number, letter, point or sub-point) left unmarked (with either a "Yes" or a "No") or if it is unclear to which heading, number, letter, point or sub-point to which a "Yes" or "No" refers, will be considered as not meeting that particular spec.
2. The Agency is seeking to purchase Uniforms and Accessories. This section (Section II) describes the needs of the agency and what the desired product or service is required to do. Where terms, names, name brands or descriptions are used, the vendor may have other technical references which can be noted and referenced as "equivalent". The products and/or services must meet or exceed the criteria as listed in this section of the RFP:
3. At a minimum, the following items may be required.
 - A. The **Class A uniform** consists of
 - (1) Uniform shirts (long and short sleeve), comparable to Horace Small
 - (2) Uniform pants, comparable to Horace Small
 - (3) Uniform jackets comparable to 5.11 police jackets,
 - (4) Black ties,
 - (5) Black tee shirts and
 - (6) Black police sweaters

- B. **Training BDU** uniforms are as follows:
 - (1) navy blue and green 5.11 (or equivalent) Tactical BDUs
 - a. Pants
 - b. Shirts (L /S & S/S).
 - C. **Other uniform** accessories and needs may include
 - (1) Green traffic safety vests
 - (2) Safety vests, fluorescent green or yellow
 - (3) Reversible raincoats
 - (4) Jackets
 - (5) Nametags
 - (6) Badges
 - (7) Body Armor
 - D. The vendor will be responsible for sewing patches onto the sleeves of uniform shirts at no extra charge.
 - (1) The patches will be purchased by the agency and provided to the vendor by the agency and placed upon the clothing as per the agency's specifications.
 - E. The vendor will be responsible for attaching patches onto the backs of various tactical uniforms at no extra charge.
 - F. The vendor will be responsible for embroidering various uniforms at no extra charge.
4. Vendor may be required to demo a product to the purchasing agent prior to any purchase. The vendor agrees to accept the agency's (purchasing agent's) determination as to whether or not any product meets the agency's specifications.
- A. This demo must take place at the City of Anderson Police Department or at a location convenient to the City of Anderson Police Department.
 - B. The demo must also be interactive in that it allows personnel to examine and possibly utilize the equipment in the demonstration process.
 - C. This demonstration must be at no cost and no obligation to the City of Anderson Police Department.
5. Vendor agrees to service the account by sending a company representative to the agency on an average of no less than once per month.
6. Vendor agrees to accept returns within 30 calendar days at 100% credit to the agency including taxes and shipping.
7. Delivery
- A. Vendor will deliver the product(s) to the City of Anderson Police Department, 401 South Main Street, Anderson, South Carolina 29624- 2301.
 - B. The shipping and delivery costs must be included in the absolute bottom line price on page 1 of the proposal.
 - C. Orders should be delivered within 14 calendar days of order with no back orders.

8. References

- A. The bid must contain a listing of other law enforcement agencies that have purchased the same or similar product from the vendor. The reference sheet must contain the agency names, contact names and contact numbers of persons who can verify the information. Place that sheet immediately after section II.

9. Required format for bid

- A. Vendors must submit bids in required format as described in final section of this RFP.
- B. The first page must be the entire bid summarized with the bottom line price for everything clearly noted on the bid with no ambiguity. This must include taxes and shipping & handling charges per unit.
- C. The next section must be Section II, notated as required.
- D. References should follow Section II.
- E. All other materials & documentation should follow the references & be cross-referenced with section II or other parts of the bid.

10. Services

- A. The vendor company provides all installation, training and maintenance to the program(s).
 - (1) All equipment or software must be delivered to the agency located at 401 South Main Street, Anderson, SC 29624, or any other area as determined appropriate by the official named at the end of this RFP.
 - (2) The shipping charges must be included in the RFP and be sufficient to deliver the goods & services to the agency at the above address.
 - (3) If necessary, all training must take place at the agency at the above address. Training expenses must be included in the bid price.

11. Sales Tax

- A. The agency is in South Carolina and pays South Carolina sales tax, currently 7%. Seven percent sales tax must be included in the bid on page one and must be applied to the portion of the bid to which sales tax must be paid. If a vendor is located within the state of South Carolina, the vendor must collect state sales tax for the applicable portion of the bid. If a vendor is outside the state and does not collect the sales tax at the point of sale, the City of Anderson will still pay the sales tax during the calendar year in which the purchase is made. The absolute bottom line price as listed on page one of the proposal must include sales tax.

12. Service calls
 - A. Vendor must be available to answer service calls and provide technical support on normal business days and during normal business hours at no additional charge.
13. Opening of bids to be considered a public gathering.
 - A. The bid opening session will be a public event.
 - B. Although for logistical purposes, or purposes of convenience, a private and/or semi-private area of the City of Anderson Police Department or other city-owned property may be selected and/or utilized for bid openings, bidders must understand and agree that for purposes of applicable state law, the opening of the bids will be considered a public gathering and all state laws that apply to public gatherings will be in effect.
14. If selected, the vendor's bid will be subject to public review. Unsuccessful bids may also be subject to public review.
15. Transfer of Purchasing Arrangement.
 - A. Unless the agency provides prior approval in writing, the vendor is restricted from transferring, selling, sub-contracting or re-assigning the purchasing arrangement in any manner to any other contractor, sub-contractor, entity, company, corporation, partnership, person or vendor. If a vendor desires to be released from the agreement, the vendor may be allowed by the agency to exit but must refund the agency all pre-paid fees for the remaining project period, if any have been paid.
16. Returns, Refunds and Credits
 - A. The refund policy must allow for unconditional return and full refund or credit at the agency's discretion for a period of 30 days from the date of delivery. This must be stated on page 1.
17. Vendor agrees that there is no fee for the submission of the bid. The agency will not be charged a fee by either the successful bidder or any unsuccessful bidder for the preparation and submission of a bid.
18. Vendor understands and agrees that a successful outcome of a submission of a proposal in response to this RFP is not a binding "contract" on the agency but rather is a "purchasing relationship" established solely for the convenience for the agency. That purchasing relationship carries no commitment on the part of the agency to continue purchasing from the vendor throughout the project period.
19. Vendor agrees that if it is suitable with the vendor and the agency, the purchasing arrangement may be extended for an additional two (2) calendar years without rebidding this RFP and without any price change.

III. Evaluation of Proposals

Interested vendors are requested to submit their proposals to the person and the address listed at the end of this RFP. The Agency will evaluate all proposals and determine which, if any, meet the stated needs. The Agency will make such determination and carefully consider every bid, but all vendors are hereby notified that the Agency is NOT REQUIRED to choose the lowest bidder if it appears that the vendor does not have the ability to deliver the requested products and services in a timely manner or does not meet all of the requested specifications.

IV. Prohibition of Gratuities

It shall be unethical for any person to offer, or give, or agree to give any current or former Department employee, or for any current or former Department employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal thereafter.

V. Proposals Will be Judged by the Following Criteria:

Bid Amount

Responsiveness to this RFP.

Adherence to requirements as listed in this RFP.

Perceived ability of the proposal to meet the Agency's needs.

The Agency's prior experience with similar type projects from the vendor.

Demonstrated ability to meet project schedules.

VI. Sealed Bids

In order to be considered, a proposal must be submitted to the official identified below not later than **12:00 noon (eastern standard time) on Wednesday, December 14, 2016**. The actual/physical bids must be "in-hand" by that time. **Postmarks do not count**. Bids will be opened on Thursday, December 15, 2016, at 10:00 AM in the roll call room of the City of Anderson Police Department at 401 South Main Street in Anderson, SC. Persons wishing to record an audio or audio/visual of the proceedings must bring their own equipment. Proposals received after the specified time will not be considered.

This solicitation does not commit the Anderson Police Department to award a contract, pay any costs incurred in the preparation of a proposal, or to procure or contract for any goods or services. The agency reserves the right to accept or reject any or all proposals received as a result of this RFP, to accept part of a proposal and reject other parts of the same proposal, to negotiate with qualified vendors, or to cancel in part or in its entirety this proposal if doing so is in the best interests of the agency. While the bid amount is a determinate, the quality and comprehensiveness of a proposal shall weigh in the selection process.

Subsequent to review, when a decision is made, the winning bidder and/or the winning bid may be listed on the agency's website.

VII. Pre- and/or Post-Proposal Meeting with Interested Parties

Selected vendors may be requested to meet with the agency to review the RFP and tour the agency for the purpose of determining the precise needs for which the agency is soliciting this RFP. Subsequent to making any agreement to purchase, the agency – at its discretion - may select specific vendors to conduct a no-cost demo of their products in order for the agency to get a better understanding of their proposed products. Vendors may elect to seek appointment prior to the submission of their bid and will be accommodated as time and Human-Resources allows.

VIII. Bidder's Right to Appeal the Award

Vendor(s) who are not selected may appeal the outcome. Appeals must be received within three business days of the public announcement of the award. Appeals must be addressed to the official designated at the end of this RFP. The appeal must state, in detail, the reasons for the appeal and be supported by reasoning that is quantifiable based upon this Request for Proposal(s) and the agency's needs.

IX. Required format for proposal

- a. Proposal must be submitted on your official company letterhead. (Top page, a.k.a. "page 1.")
- b. Proposal must reference "Uniforms and Accessories" at the top of page 1.
- c. Page 1 must be the top page and must contain an itemized listing of all item(s) quoted and an itemized listing of all services to be provided. Page 1 must show the "bottom line" total price by line item and the stated price must be good for the entire project period. The "bottom-line" price for the period should be on each line for each item.
- d. The proposal must include a statement on page 1 that *the proposal includes all fees, there are no hidden fees & the agency will not be charged for any additional costs incurred by the vendor for any reason.*
- e. Proposal must be signed in **blue ink** on page 1 by an individual who is authorized to bind the vendor.
- f. Proposal must indicate that the proposal is firm for the duration of the period.
- g. The immediate pages after page 1 shall include all pages in section II, *specifications*, of this bid request. **DO NOT REPRODUCE ANY PART OF SECTION II. USE SECTION II EXACTLY AS IT IS WRITTEN. ANY REVISION WILL – AT THE AGENCY'S DISCRETION - VOID ANY AGREEMENT, CONTRACT OR MEMO OF UNDERSTANDING SUBSEQUENTLY SIGNED.** Each numbered and lettered item such as 1, 2, 3, (1), (2), (3), A, B, C, (a), (b), (c), i, ii, iii, etc, and every heading, point or sub-point in section II should be marked immediately to the left of the number, letter, heading, point or sub-point with the words "Yes – Comply" if the bidder's product and/or service complies with that particular spec. If the bidder does not comply and/or if the bidder is unsure, it should be marked "No". Any section left unmarked (without either a "Yes – Comply" or a "No") or if it is unclear to which heading, number, letter, point or sub-point to which a "Yes" or "No" refers, will be considered as not meeting that particular spec. Each page of section II must then be stamped or otherwise titled in ink at the top/center of the page immediately under the header with the name of the bidding company as listed on the letterhead as required in IX-a and signed and dated in **blue ink** in the top right-hand corner by the authorized company representative who signed page 1.
- h. Proposals will be considered complete as submitted.
- i. Proposal must state that the items will be set up & operational by the start of the purchasing period.
- j. Proposal must state that vendor assumes all liability for all charges including but not limited to taxes, shipping charge(s) to & from the agency and refunds.
- k. Proposal must be exact and free of any and all ambiguity as related to products, service and delivery.
- l. Proposal must indicate the relevant Product Manufacturers. This should be included after section II. The literature should cross-reference to which heading, point, sub-point, number or letter in section II it refers and references in the margins of section II next to the particular heading, point, sub-point, number or letter should also refer to the included literature.
- m. Emailed and/or faxed proposals will not be accepted. Everything that the bidder wishes for the agency to consider must be included in the bid package.
- n. Proposals should be transmitted via FedEx, United States Postal Service, United Parcel Service, or other relevant mailing concern that ships "hardcopy" paperwork. Bidder can ask for a delivery receipt. However, following a reasonable time after transmitting the package, bidder should email the contact person for confirmation that the package has arrived.
- o. Proposals must be submitted in a sealed envelope/container addressed to:

Lt. David Creamer, Project Director / Uniforms
City of Anderson Police Department
401 South Main Street
Anderson, SC 29624-2301