

**CITY OF ROCHESTER, NEW HAMPSHIRE  
INVITATION TO BID**

The City of Rochester, New Hampshire, is accepting sealed bids for **“Police Uniforms and Equipment.”** Bids must be submitted in a sealed envelope plainly marked:

“Sealed Bid, Police Uniforms and Equipment”

**“Bid 07-48**

City of Rochester, New Hampshire

31 Wakefield St

Rochester, NH 03867

Attn: Purchasing Agent

All bids must be received no later than 04/26/07 at **3:00** PM. No late bids, telephone bids, or faxed bids will be accepted. Bid proposals and specifications may be obtained from the Purchasing Agent at City Hall, 31 Wakefield St, Rochester, NH 03867, (603) 335-7500. All bids must be made on the bid forms supplied and the bid form must be fully completed when submitted.

## BID SPECIFICATIONS

The Rochester Police Department is seeking to obtain proposals for **Police Uniforms and Equipment** for those items listed on the attached bid form. Award of and continuation of this bid is contingent upon annual funding appropriated by the Rochester City Council.

THE CONTRACT WILL COVER A TWO-YEAR PERIOD FROM JULY 1, 2007 THROUGH JUNE 30, 2009. THE CONTRACT MAY BE EXTENDED FOR A PERIOD OF ONE YEAR UPON MUTUAL AGREEMENT BETWEEN THE VENDOR AND THE CITY OF ROCHESTER PROVIDED NO ADDITIONAL COSTS ARE INCURRED FOR THE EXTENDED PERIOD.

- The bid price for shirts, sweaters and jackets, will include the cost for the sewing of all patches, buttons and related items to each. This will also include the placement of braid on pants or other required articles.
- The bid price for clothing items shall include any and all alterations required to the clothing purchased under this agreement.
- The contract shall include all shipping and handling charges directly associated with any article covered by this agreement which is charged by the vendor for the purpose of conveying the article from the vendor to the police department
- Bid prices for each item listed will remain in effect for the life of the contract.
- The contract requires delivery of all items within thirty (30) days from the date of the order.

## INSTRUCTIONS TO BIDDERS

### I. Preparation of Bid Proposal

- A. The Bidder shall submit her/his proposal upon the forms furnished by the City (attached). The Bidder shall specify the unit price or lump sum bid, both in words and figures for each pay item listed. All words and figures shall be in ink or typed.
- B. If an amount entered by the bidder on the proposal form is to be altered it should be crossed out with ink, the new unit price or lump sum bid entered above or below it, and initialed by the bidder, also with ink. In a case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.
- C. The Bidder's proposal must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture, by one or more officers of a

corporation, or by an agent of the contractor legally qualified and acceptable to the owner. If the proposal is made by an individual, his name and post office address must be shown; as a joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business address of the President, Secretary, Treasurer.

- D. All questions shall be in writing and submitted to the Purchasing Agent. The purchasing agent will then forward both the question and the City's response to all prospective bidders.

## II. Irregular Proposals

Bid proposals will be considered irregular and may be rejected for any of the following reasons:

- A. If the proposal is on a form other than furnished by the Owner, or if the form is altered or any thereof is detached.
- B. If there are unauthorized additions, conditional or alternated bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- C. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
- D. If the proposal does not contain a unit price for each pay item listed, except in the case of authorized alter pay items.

## III. Interpretations

No oral interpretations will be made to any vendor as to the meaning of the specifications or terms and conditions of this sealed proposal invitation.

## IV. Delivery of Bid Proposals

Proposals received after the time for opening of the bids will be returned to the bidder, unopened. Faxed bid proposals are not acceptable.

## V. Withdrawal of Bid Proposals

A bidder will be permitted to withdraw his proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

No bid may be withdrawn, for a period of (60) sixty days subsequent to the opening of bids, without express written consent of the City of Rochester, NH.

VI. Public Opening of Proposals

Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties are invited to be present.

VII. Disqualification of Bidders

Either of the following reason may be considered as being sufficient for the disqualification of a bidder and the rejection of his proposal of proposals:

- A. Evidence of collusion among bidders.
- B. Failure to supply complete information as requested by bid specifications.

**AWARD AND EXECUTION OF CONTRACT**

I. Consideration of Proposals

- A. Bids will be made public at the time of opening and may be reviewed only after they have been properly recorded. In case of discrepancy between the prices written in words and those written figures, the written in words shall govern. In case of discrepancy between the total shown in the proposal and that obtained by adding the products of the quantities of items and bid prices, the latter shall govern.
- B. The right is reserved to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgment of the City, the best interest of the City of Rochester will be promoted thereby.
- C. Partial proposals may be accepted.

II. Award of Contract

If a contract is to be awarded, the award will be made to the lowest responsible and qualified bidder whose proposal complies with all the requirements prescribed as soon as practical after the bid opening. No bid shall be withdrawn for a period of (60) sixty days subsequent to the opening of bids, without the consent of the city of Rochester. The successful bidder will be notified, by the form being mailed to the address on his proposal, that his bid has been accepted and that he has been awarded the contract.

### III. Cancellation of Award

The City reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the City.

### **BID EVALUATION**

In addition to the bid amount, additional factors will be considered as an integral part of the bid evaluation process including, but not limited to:

- A. The bidder's ability, capacity, and skill to perform within specified time limits.
- B. The bidder's experience, reputation, efficiency, judgment, and integrity.
- C. The quality, availability and adaptability of the supplies and materials sold.
- D. Bidder's last performance.
- E. Sufficiency of bidder's financial resources to fulfill the contract.
- F. Bidder's ability to provide future maintenance and/or services.
- G. Other applicable factors as the City determines necessary or appropriate (such as compatibility with existing equipment).

## UNIFORM AND EQUIPMENT BID FORM

Vendor Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

All Bids are to be submitted on this form and in a sealed envelope, plainly marked on the outside with the Bidder's name and address and the Project name as it appears at the top of the Proposal Form

Article	Brief Description	Bid Price
1.	Long sleeve polyester shirt, navy blue or white, zipper front, double patched, 1 ¾ inch gold on black slanted hash marks as needed	
2.	Short sleeve polyester shirt, navy blue or white, zipper front, double patched.	
3.	Pants, navy blue polyester 6 pocket with 1-inch royal blue braid from bottom of belt loop to toe.	
4.	Long underwear. Top and bottom.	
5.	Uniform hat. Button down with strap and silver or gold cloth band. Summer and Winter price.	
6.	Black baseball hat with gold "POLICE" embroidery.	
7.	Black knit winter cap with gold "POLICE" embroidery.	
8.	Black standard size tie, clip on	
9.	Black short tie, clip on	
10.	Royal Blue standard tie, clip on	
11.	Black wool pull over sweater w badge holder, epaulets and double patched	
12.	Black leather winter jacket. Currently have Outdoor Outfits mod. 1010 with double patches and blue on black with white outline around blue slanted 1 ¾ hash marks. Full liner.	
13.	Rain Jacket, black reversible. Currently have Rainfair 22002698. Price should Include "Rochester Police" Screen on back.	
14.	Rain Cover to match above rain jacket for above button down uniform hat.	
15.	Spring/Fall Fechmeir jacket double patched with blue on black 1 ¾ inch hash marks	
16.	Black winter gloves. Currently have Damascus #D331	
17.	Search Gloves. Currently have Damascus #DS2000	
18.	White Parade gloves	
19.	Dress Uniform Coat. Navy blue double patched. Royal blue trim on pockets and Epaulets which snap down. Gold/Silver N.H. Seal buttons	
20.	Point Blank Legacy Ballistic Vest Model ZL5 w/soft trauma plate	
21.	Replacement cover for above vest	
22.	Reflective Orange traffic vest with "Police" on front and back and side reflective panel.	
23.	BDU top. Black ripstop material long sleeve with RPD patch over left breast pocket.	
24.	BDU pants. Black rip stop material six pocket, reinforced knees and seat.	
25.	Woodland BDU pants	

26.	Woodland BDU shirt	
27.	Woodland BDU cold weather Gortex parka	
28.	Woodland BDU cold weather Gortex pants	
29.	Boots. Rocky Eliminator or Bates Durashock Black (winter)	
30.	Shoes low cut Bates, hi gloss black	
31.	Sneakers, Bates Black	
32.	2 ¼ inch Sam Browne, high gloss, four row stocking, full lined with silver or gold hardware.	
33.	Silver or brass belt buckle for above belt	
34.	2 ¼ inch Sally Browne, high gloss, four row stocking, full lined with silver or gold hardware.	
35.	Silver or brass belt buckle for above belt	
36.	Above belt with velcro belt tips	
37.	1 ¼ inch garrison belt high gloss w/ buckle silver/gold.	
38.	Brown or flat black pancake holster for 4513 .45 cal. Brown or flat black pancake holster for 4566 .45 cal.	
39.	Brown shoulder holster for S&W Mod. 4566 w/double mag. Pouch.	
40.	Brown shoulder holster for S&W Mod. 4513 w/ double mag. Pouch.	
41.	High Gloss double mag. pouch for above weapons with silver or brass snaps.	
42.	High Gloss handcuff case for Peerless hinged handcuffs. With silver or brass snap.	
43.	High Gloss handcuff loop holder with silver or brass hardware.	
44.	High Gloss single belt keeper with silver or brass snap.	
45.	High Gloss double belt keeper with silver or brass snap.	
46.	Monadnock Expandable Baton holder for duty belt	
47.	High Gloss OC spray carry case. Strong Part #A56602	
48.	High Gloss shoulder strap with silver or brass hardware	
49.	High Gloss D-Ring with silver or brass hardware.	
50.	Black belt badge holder for detective use.	
51.	Garel G22 Breast Badge with "ROCHESTER" across the bottom and "PATROLMAN" across the top. All letters in black. N.H. State Seal and "POLICE" w/blue filler. Silver	
52.	Above badge in gold and silver with wallet clip	
53.	Gold breast badge. Same as above for Chief, Captain, Lieutenant, Sergeant, and Detective.	
54.	Silver hat badge. Garel G83 w/coco. N.H. state seal, numbered cut out.	
55.	Gold hat badge. Garel G83 w/coco. N.H. state seal with lettered Sergeant, Lieutenant, Captain or Chief.	
56.	Gold or Silver name tag with block letters in black. Reeves 800 clutch back, high polished.	
57.	Silver collar pins "RPD" ½". Price per set.	



58.	Gold sergeant chevrons	
59.	Gold lieutenant bars	
60.	Gold captain bars	
61.	Gold chief stars (4)	
62.	Gold or Silver tie bar for male or female with state seal and "Rochester Police" in black	
63.	9 different Blackington Cloth Ribbons with clutch back	
64.	Ribbon holders for 1 through 9 ribbons	
65.	Small N.H. seal silver button	
66.	Small N.H. seal gold button	
67.	Large N.H. seal. silver button	
68.	Large N.H. seal gold button	
69.	Silver or gold N.H. seal hat buttons	
70.	Subdued Captain & Lieutenant bars, collared Sergeant Chevrons	
71.	Riot helmet with full shield. Crown Premier style #9005	
72.	Riot shield. Clear with police across front. Pro-Guard	
73.	Rechargeable Mag-Lite flashlight	
74.	3 D-Cell flashlight	
75.	"The Guardian" O.C. spray. Standard Model/2 ounce canister	
76.	Auto-lock 22 inch Monadnock Expandable Baton w/power tip	
77.	Peerless hinged handcuffs/silver	
78.	Black Street Pro Gear duty bag	
79.	300 Ft Fiberglass tape measure	
80.	Metal ticket tin	
81.	Metal report tin	
82.	Silver cloth hat band	
83.	Gold cloth hat band	
84.	White shoulder braid for dress uniform	
85.	Sergeant chevron embroidered patch/Gold on black	
86.	Sergeant chevron patch/ blue on black with white outline around blue	
87.	Gold on black 1 ¾" hash mark patch	
88.	Blue on black with white around blue 1 ¾" hash mark patch	
89.	Sergeant Shoulder Boards	
90.	Lieutenant Shoulder Boards	
91.	Captain Shoulder Boards	
92.	Chief (Four Stars) Shoulder Boards	
93.	Rochester Police Shoulder Patch 500 count/embroidered on black cloth	
94.	Black four pocket coaches shorts for bike patrol	
95.	Bike Safety helmet Black w/ "POLICE" on sides	
96.	Spandex bike shorts w/seat pad black	
97.	Black biking sneakers	
98.	Flat black leather handcuff/magazine pouch case for plainclothes detective use (current model ZLP019)	

99.	Silver "FTO" collar pin	
100.	Motorcycle boots (current brand made by Alden)	
101.	MVP 2003 Professional Police Helmets-Motorcycle Helmet	
102.	Motorcycle pants-Breeches/Polyester (current brand-Personal Taylor)	
103.	Summer Motorcycle gloves (currently have Damascus Gauntlet D650)	
104.	Winter Motorcycle gloves (currently have SG626G Hatch Gauntlet w/thinsulate)	