

**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 Police Equipment”

“Bid 12-40”

City of Rochester, New Hampshire

31 Wakefield St

Rochester, NH 03867

Attn: Purchasing Agent

All bids must be received no later than May 24, 2012 @ 2:15 PM. Actual bid opening will begin at 2:30 PM. No late bids, telephone, faxed, or emailed bids will be accepted. The bid specifications, appendices and proposal forms may be obtained by visiting www.rochesternh.net, or emailing purchasing@rochesternh.net, or by contacting the Purchasing Agent at City Hall, 31 Wakefield St, Rochester, NH 03867, 603-335-7602. All bid questions must be submitted in writing (email preferred) to the Purchasing Agent. All bid proposals must be made on the bid proposal forms supplied, and the bid proposal forms must be fully completed with submitted.

The City of Rochester reserves the right to reject any or all bids or any part thereof, to waive any formality, informality, information and/or errors in the bids, to accept the bid(s) considered to be in the best interest of the City, or to sell on the open market if it is considered in the best interest of the City to do so. Failure to submit all information called for may be sufficient for disqualification.

BID SPECIFICATIONS

The Rochester Police Department is seeking to obtain proposals for **Police Uniforms & Police Equipment** for those items listed on the attached bid form. Vendors can bid on one package or both packages. 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, 2012 THROUGH JUNE 30, 2014. 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 at the initial purchase of said item.
- 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. The City reserves the right to purchase outside of the winning bid if unable to meet this requirement.

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 submitted in writing to and received by the Purchasing Agent at the above address, a minimum of 7 days prior to the scheduled bid opening. The Purchasing Agent, will then forward both the question and the City's response to the question 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

Package # 1

Article	Brief Description	Bid Price
1.	Long sleeve 100% polyester shirt, navy blue or white, zipper front, double patched, 1 ¾ inch gold on black slanted hash marks as needed. Stitched buttonholes on shirt for placement of brass or silver buttons. Brass or silver NH seal buttons included. Vendor to provide name of manufacturer of item bid.	
2.	Short sleeve 100% polyester shirt, navy blue or white, zipper front, double patched. Stitched buttonholes on shirt for placement of brass or silver buttons. Brass or silver NH seal buttons included. Vendor to provide name of manufacturer of item bid.	
3.	Pants, navy blue 100% polyester 6 pocket with 1-inch royal blue braid from bottom of belt loop to toe. Command officer pants with ½ inch black braid overlapping blue braid. Vendor to provide name of manufacturer of item bid.	
4.	Uniform hat, round, button down with strap and silver or gold cloth band. Summer and Winter price. Vendor to provide name of manufacturer of item bid.	
5.	Black baseball hat with gold "POLICE" embroidery.	
6.	Black fleece-lined knit winter cap with gold "POLICE" embroidery.	
7.	Black standard size tie, clip on	
8.	Black short tie, clip on	
9.	Black Fleece-lined V-neck sweater, polyester/wool/acrylic blend w badge tab, epaulets, name tab, microphone tab. Double patched	
10.	Black leather winter jacket. Currently have Outdoor Outfits mod. 1010 with double patches and blue on black with white outline around blue slanted 1¾ hash marks. Full liner. Vendor to provide name of manufacturer of item bid.	
11.	Full-length Rain Jacket, black reversible, waterproof, windproof, high visibility yellow, ANSI certified class II. Convertible side pockets with waterproof zippers on both sides. Water repellent on both sides. Adjustable cuff closures, Sport collar zip to top. Badge tabs and microphone tabs on both sides. Price should Include "Rochester Police" Screen on back in 3D lettering. Vendor to provide name of manufacturer of item bid.	
12.	Rain Cover to match above rain jacket for above button down	

	uniform hat.	
13.	Dark Navy Spring/Fall reversible jacket, above waist, ANSI certified Class II with high visibility yellow, waterproof/windproof/ breathable fabric lining, badge tabs on both side, microphone tab on hi visibility side, double patched with blue on black 1 ¾ inch hash marks. Vendor to provide name of manufacturer of item bid.	
14.	Black winter gloves. Currently have Damascus #D331	
15.	Search Gloves. Currently have Damascus #DS2000	
16.	Zip front breakaway safety vest, ANSI certified class II high visibility yellow, microphone tabs on both sides, breathable mesh background fabric, "POLICE" lettering down front left side and across lower back.	
17.	Black BDU top, long sleeve, front chest pockets with hook and loop closures, nylon canvas, Currently issue 5.11 Tactical. RPD patch over left breast pocket. Vendor to provide name of manufacturer of item bid.	
18.	Black BDU pants, nylon canvas, comfort-fit waistband, double knee and seat. Currently issue 5.11 Tactical. Vendor to provide name of manufacturer of item bid.	
19.	Shoes low cut, hi gloss black, currently have Bates.	

Total Package Bid _____ (in figures) _____ (in writing)

Additional Requirements:

- Vendor to provide on-site fittings at RPD once a month.
- Partial bids “MAY” be accepted.

Package # 2

Article	Brief Description	Bid Price
20.	2 ¼ inch Sam Browne Belt, high gloss, four row stitching, full lined with silver or gold hardware.	
21.	Silver or brass belt buckle for above belt	
22.	2 ¼ inch Sally Browne Belt, high gloss, four row stitching, full lined with silver or gold hardware.	
23.	Silver or brass belt buckle for above belt	

	Above belt with velcro belt tips	
24.	1 ¼ inch garrison belt high gloss w/ buckle silver/gold.	
25.	1 ¼ inch garrison belt matte finish w/buckle silver/gold	
26.	1 ¼ inch garrison belt matte finish velcro	
27.	Safariland ALS off duty holster for Glock 21 or Glock 30 .45 cal STX Plain	
28.	Safariland ALS holster for Glock 21 or Glock 30 .45 cal STX high gloss	
29.	Safariland Double Magazine Pouch STX High gloss	
30.	High Gloss double handcuff case for Peerless hinged handcuffs with silver or brass snap.	
31.	High Gloss handcuff loop holder with silver or brass hardware.	
32.	High Gloss single belt keeper with silver or brass snap.	
33.	High Gloss double belt keeper with silver or brass snap.	
34.	High Gloss OC spray carry case. Strong Part #A56602	
35.	Black belt badge holder for detective use.	
36.	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	
37.	Above badge in gold and silver with wallet clip	
38.	Gold breast badge. Same as above for Chief, Deputy Chief, Captain, Lieutenant, Sergeant, and Detective.	
39.	Silver hat badge. Garel G83 w/coco. N.H. state seal, numbered cut out.	
40.	Gold hat badge. Garel G83 w/coco. N.H. state seal with lettered Sergeant, Lieutenant, Captain, Deputy Chief or Chief.	
41.	Gold or Silver name tag with block letters in black. Reeves 800 clutch back, high polished.	
42.	Silver collar pins "RPD" ½". Price per set.	
43.	Gold sergeant chevrons	
44.	Gold lieutenant bars	
45.	Gold captain bars	
46.	Gold chief stars (4) or Gold Deputy Chief stars (3)	
47.	Gold or Silver tie bar for male or female with state seal and "Rochester Police" in black	
48.	9 different Blackington Cloth Ribbons with clutch back	
49.	Ribbon holders for 1 through 9 ribbons	
50.	Small N.H. seal silver button	
51.	Small N.H. seal gold button	
52.	Large N.H. seal. silver button	
53.	Large N.H. seal gold button	
54.	Silver or gold N.H. seal hat buttons	
55.	Subdued Chief-4 stars, Deputy Chief-3 stars, Captain &	

	Lieutenant bars, collared Sergeant Chevrons	
56.	3 D-Cell flashlight	
57.	Streamlight Stinger flashlight w/charger AC75001	
58.	High gloss open top stinger holder for duty belt	
59.	Sabre Red 10% O.C. spray. 1.8 ounce canister	
60.	Auto-lock 22 inch Monadnock Expandable Baton w/power tip	
61.	Monadnock Expandable Baton holder for duty belt	
62.	Peerless hinged handcuffs/silver	
63.	Black Street Pro Gear duty bag	
64.	Metal ticket tin, heavy-duty aluminum, clip with swivel license holder, velcro wrap-around strap, top opening, 11 ½” H x 6 ½” W x 2 ¼” D, silver.	
65.	Metal report tin	
66.	Silver cloth hat band	
67.	Gold cloth hat band	
68.	Sergeant chevron embroidered patch/Gold on black	
69.	Sergeant chevron patch/ blue on black with white outline around blue	
70.	Gold on black 1 ¾” hash mark patch	
71.	Blue on black with white around blue 1 ¾” hash mark patch	
72.	Rochester Police Shoulder Patch 500 count/embroidered on black cloth	
73.	Flat black leather handcuff/magazine pouch case for plainclothes detective use (current model ZLP019)	
74.	Silver “FTO” collar pin	

Total Package Bid _____ (in figures) _____ (in writing)

Additional Requirements:

- Partial bids “MAY” be accepted.