



CITY OF TOPEKA

Contracts & Procurement Division
City Hall, 215 SE 7th St., Room 60
Topeka, KS 66603

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Honor Guard Uniforms for Topeka Police Department Request for Proposals (RFP)

I. Purpose of Request

The Topeka Police Department (TPD) is requesting proposals to replace their current Honor Guard uniforms. This requires fully outfitting 18 members with identical uniforms. It would also require outfitting seven pipe band members with a separate, but similar looking uniform jacket. These honor guard uniforms are utilized to represent the agency in the highest regard at events ranging from funerals, color guard postings, celebratory events, and others. As such, in addition to the below specifications, the uniforms must be of the highest quality and portray those who wear it with the utmost professionalism.

II. Specifications

Submitted proposals shall provide for uniforms that meet all of the requirements set forth below. These items are not requiring strict conformity to an existing standard as preference would be a stock jacket that is readily available for purchase and not a custom made jacket.

- A. Jackets, hats, and pants must be dark navy in color with gold trim. These colors must closely match those of TPD's current Class A uniforms, which are Flying Cross Class A trouser in color 86 LAPD navy with 1/8" gold soutache applied to the outside seam of pant leg. Flying Cross Class A long sleeve shirt in color 86 LAPD navy.
- B. Jacket Specifications
 1. High collar design with epaulettes on each shoulder, all trimmed with gold piping
 2. Pockets on each breast, held down with a single button
 3. Trimmed sleeve bottoms with gold trim and three buttons
 4. Five button front
 5. All buttons will be gold in color with a "P" signifying police
 6. Cloth badge holder
 7. 45/55 Wool/Polyester blend material
 8. One inch (1") gold shoulder cords
- C. Kilt Jacket Specifications
 1. Same as above except
 - i. Four button front
 - ii. Trimmed at the belt level and designed specifically to be worn with kilts
- D. Pant Specifications
 1. 45/55 Wool/Polyester blend material
 2. Two front pockets
 3. Two rear pockets
 4. Gold piping trim not to exceed a quarter inch (1/4") in width

E. Hat Specifications

1. Mesh frame with visor
2. Trimmed hole for badge application
3. Gold cap strap pins on each side with "P" insignia
4. Gold cap strap

III. Specification Deviations

If companies cannot exactly match the above-mentioned specifications, but have products that are similar in nature, those can be submitted with detailed explanations and illustrations. Companies may also submit multiple proposals if they have more than one option that meets or closely meets these specifications.

IV. Samples

Samples of any and all items submitted as part of the RFP response may be requested by the city and must be provided by the company and received by the city within five days of the request at no cost to the city. Wear testing may consist of usage in actual situations. The city holds no responsibility to any damage that may occur to the samples during wear testing. All samples will be returned to the proposers following the award of the contract with the successful proposer. A return shipping label must be provided at no cost to the city.

V. Sizing and Measurements

Companies submitting proposals must have convenient processes in place for timely sizing and measurements to be taken of those TPD members needing uniforms. Companies must provide timelines in their RFP response for expectations on initial uniform sizing and completion. Proposals must also include the expectations for measuring, sizing, and completing the replacement pieces if and when it will be necessary.

VI. Pricing

Companies submitting proposals must provide cost breakdowns for all products and services in their responses. The pricing proposal is to be submitted in a file separate from the technical proposal. The following items must be listed out specifically with a cost per item:

- A. Jackets, both regular and kilt jackets
- B. Pants
- C. Police Hats
- D. Trim Pricing (if separate)
- E. Cap straps
- F. Cap strap pins
- G. Buttons (if separate)
- H. Shoulder cords

VII. Price Adjustments

The City recognizes that this product or service has a price component(s) that may have a commodity with changing costs. The supplier/contractor may request a price adjustment, no more frequently than once each renewal period.

A price adjustment request must be made in writing and include the reason for the request, documentation supporting the request, the current pricing, and the requested reviewed pricing.

The City will review the price adjustment request. If the price adjustment is deemed reasonable, the price adjustment will be accepted by written acknowledgement. If the request is not accepted the City may entirely reject the request or may counter with revised pricing. In either case the City will provide a written explanation in support of the decision.

The City may use available indexes (e.g. CPI or PPI) to determine if the requested price adjustment is reasonable. Typically, a price adjustment that exceeds 10% will not be approved unless very unusual and significant changes have occurred in the industry.

In the event industry costs decline, the supplier/contractor must provide, to the City a reasonable reduction in prices/pricing that reflect such cost changes in the industry. The City will make a written request to the supplier/contractor for a price adjustment in writing with supporting documentation.

Supplier/contractor shall submit in writing any proposed change in pricing for consideration at least sixty (60) days prior to the renewal date of each contract term. Price changes accepted by the City will remain the same for the entirety of the renewal term. Written proposed price changes must be submitted to both of the following:

City of Topeka Contracts and Procurement Division
215 SE 7th Street
Topeka, KS 66603
procurement@topeka.org

City of Topeka Police Department
320 S Kansas Avenue
Topeka, KS 66603
kphillips@topeka.org

VIII. Proposal Format

Proposals are to be limited to a total of ten (10) pages (not counting front and back cover, cover letter, table of contents, and section dividers) using margins not smaller than 0.75" and font size not smaller than 12. Proposals shall include but are not limited to the following information:

- A. Description of products to include stock pictures or website link with corresponding item numbers for review the aesthetics of the uniform
- B. Description of the company's methods for sizing and measurements, such as how and where measurements are taken, who does the measuring, etc.
- C. Production and delivery schedule for initial order and future orders
- D. Company references that vendor is currently doing business with (preferably law enforcement agencies)
- E. Pricing Proposal that must be submitted separately from the technical proposal

IX. Evaluation Criteria and Determination

The city will review all proposals and select the vendor that is deemed most qualified. Uniforms must fit properly on employees of various size and stature without interfering with normal movements or creating safety concerns. They must also not cause the wearer undue discomfort or stress in extremely warm or cold weather. The determination of the selected company is solely up to the discretion of the city. The following criteria will be considered during the evaluation of proposals:

- A. 40% Aesthetics and appearance of the uniforms
- B. 25% Company's ability to accommodate the department's needs in a timely fashion
- C. 20% Company's reputation for customer service
- D. 15% Price per item and overall cost

X. Contract Award

The contract resulting from awarding this RFP shall become effective on the date of signature by both parties and shall remain in effect for one (1) year or until canceled by either party with sixty (60) days written notice. The agreement may be extended for two (2) additional one (1) year periods under the same terms and conditions by written agreement of both parties.