Attachment C – Scope of Services for Non-Professional Services and Related Goods

# DWSD Security Unit - Uniform and Equipment Purchases and Tailoring Services

***PURPOSE:***

To seek competitively solicited contracts for the purchase of uniforms, equipment, accessories and tailoring for two (2) years for all DWSD Security Officers, Investigators, New Hires, and Administrative Staff.

**SUMMARY DESCRIPTION***:*

DWSD Security is looking to provide uniforms to ensure a standard, professional look for the safety & security team and the safe performance of their duties. The DWSD Security team leadership plans to order and distribute replacement uniforms to security officers annually.

# SCOPE OF WORK:

1. Contractor shall provide uniform and work apparel shirts (long and short sleeve, button and pull over), pants, coats, accessories and equipment that meet the specifications as stated in Attachment E – Price Page.
2. Tailoring services requested on an as-needed basis for uniform pants and shirts. All clothing items needing alterations should be received no less than five business days.
3. Currently accepted brands include: 5-11, Elbeco, Blauer, Chino, Edwards, Flying Cross, Desantis, brands, and outer wear for summer, winter, and fall weather conditions; Safariland, Smith & Wesson and Boston Leather brand equipment.
4. Size Expectations: Vendor must be able to accommodate the following sizes XS, S, M, L, XL, XXL,1X, 2X, 3X, 4X, 5X
5. Contractor shall sew on a patch, a woven label, direct embroidery, or silk screen on each shirt at the time of ordering as required.
6. Embellishment (Logo) Set-Up Fees: The majority of the clothing items will require that an agency logo identifier be affixed. There may be an initial set-up fee associated with an embellishment and/ or logo the first time it is to be created/ordered dependent on the number of pieces. Subsequent orders utilizing the same embellishment will not incur a set-up fee.
7. Logo Production/ Embellishment. DWSD will have its own individually designed logo(s)/embellishments and specifications.
   * Prior to production DWSD will provide the Contractor with the specifications and electronic design files (3 color, approx. 3 ½ W x 4 ¼ H)
   * Contractor will create a proof and e-mail it to the Security Manager for approval
   * Once the proof is approved if the logo is for a patch or woven embroidery a sample will be created and delivered to the agency program manager.
   * Once approvals are received from the program manager Logo Production can begin and the contractor must supply to the agency and electronic copy of the approved logo.
8. DWSD Security Unit reserves the right to refuse uniforms items that do not meet the specifications of this agreement. DWSD Agrees to notify vendor of unsatisfactory goods/equipment via email / in writing within 5 business days
9. Clothing Item.
10. No physical defects. Tears, stains, holes, miss-sewn seams or parts.
11. In the color(s) and size(s) ordered.
12. Appropriate DWSD identifier or artwork affixed.
    * Level and square to article on which it is applied
    * For Patches and Labels, completely and firmly attached
    * For embroidery, with minimal fabric distortion
    * For screen printing, crisply and cleanly printed with no smears or other distortion
13. Vendor cannot ship product without a valid purchase order that clearly identifies items and pricing.
14. Product Substitutions: No substitutions without the Contract Administrator and the Security Manager’s prior approval. If any item on the contract is discontinued, the Contractor shall notify the Contract Administrator and provide samples of suggested alternate for approval by the agencies.
15. Warranties: The Contractor shall provide a 100% satisfaction guarantee and shall warranty all items against workmanship or materials defects for 90 days from original date of shipment. Any item past the 90-day period will be exchanged at no cost.
16. The Contractor must submit to either the DWSD Security Department or the DWSD Contract Administrator, or both, upon request:

Annual Usage Report to be submitted within 10 days of request and must include:

* + Listing of items purchased with description,
  + Quantity of items purchased by line item,
  + Dollar volume of annual sales,
  + List of at least 20 high use items.

1. Disclosure of Subcontractors: The Contractor shall utilize no subcontractors in the performance of this contract.
2. Pricing: All items available through the Contractor are part of this contract and are priced either as fixed price items or as fixed rate discount. Fixed Price Items: Are those items that are quoted and based on volume purchase. These items are listed in Attachment E – Price Page.
3. Term Pricing is firm for the full two-year contract base period (“Pricing Period”). The first pricing period begins on the Effective Date.
4. The Contractor shall have the capability to take orders via Phone, or E-mail or Fax. The Contractor to receive orders and providing customer services normal business hours for are Monday through Friday. Order acknowledgements must be provided via email to the DWSD point of contact for this contract.
5. There shall be no minimum order requirements. No separate shipping costs shall be allowed.
6. Delivery: If items are not picked up; the Contractor must deliver the product the most economical way, via U.S. Mail, UPS, FedEx, Contractor fleet, or other third-party carrier. Costs for delivery are to be incorporated into the item cost. No separate shipping costs shall be allowed.
7. If delivery is requested, Contractor is expected to send uniforms & equipment to: DWSD Security Offices (2nd floor), 735 Randolph Avenue, Detroit, MI 48226
8. Delivery Leadtime: The majority of the clothing items will require that an agency logo identifier be affixed. The following delivery time frames apply from After Receipt of Order (ARO):
9. Items with no embellishment:
   * 10 Days
10. Items with Patch attached:
    * Previously approved artwork- 10 Days,
    * New designs- 21 Days
11. Items with Woven Label attached:
    * Previously approved artwork- 10 Days,
    * New designs- 21 Days
12. Items with Direct Embroidery:
    * Previously approved artwork- 10 Days,
    * New designs- 21 Days
13. Items with Screen Print:
    * Previously approved artwork- 10 Days,
    * New designs- 21 Days
14. Packaging must be optimized to permit the lowest freight rate
15. Invoice Requirements All invoices submitted to DWSD must include: (a) date; (b) purchase order; (c) quantity; (d) description of the Contract Activities; (e) unit price and (f) total price.
16. Invoices must be uploaded to the City of Detroit’s vendor portal against the appropriate open contract & purchase order. A copy must also be emailed to the contract Administrator and to the AP team at [AP-DWSD@DetroitMI.gov](mailto:AP-DWSD@DetroitMI.gov)
17. Payment Methods DWSD will make payment for Contract Activities via EFT.
18. NOTE: All rush orders, and uniform/equipment items which are not available, DWSD reserves the right to secure sufficient quantities from other vendor to meet its immediate needs without prejudice of the proposed contract. If the vendor fails to render reasonable prompt delivery service. DWSD has the right to terminate the contract forthwith and no damages will accrue.

DWSD SECURITY DEPARTMENT POINTS OF CONTACT:

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