



Lori M. Stone, Mayor

**Purchasing Division
Office of the Controller**
One City Square, 4th Floor, Suite 425
Warren, Mi 48093-5289

Phone (586) 574-4639
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ITB-W-1358

INVITATION TO BID

NOVEMBER 19, 2024

ELECTRONIC BIDS FOR FURNISHING POLICE UNIFORMS FOR THE CITY OF WARREN'S POLICE DEPARTMENT ARE BEING ACCEPTED.

ELECTRONIC BIDS MUST BE ENTERED INTO THE BIDNET (MITN) PROCUREMENT SYSTEM ON, OR BEFORE, 12:30 PM, WEDNESDAY, DECEMBER 4, 2024.

PLEASE SEE SPECIAL INSTRUCTIONS ON PAGE TWO (2) OF THE BID FORM

A PUBLIC BID OPENING WILL TAKE PLACE AT 1:00 PM EST ON DECEMBER 4, 2024 VIA THE "ZOOM APP" WHICH WILL BE HOSTED BY THE CITY COUNCIL OFFICE. PLEASE JOIN THE ZOOM MEETING BETWEEN 12:50 AND 1:00 PM EST, ON THE DAY OF THE BID OPENING IN ORDER TO VIEW OR LISTEN TO THE BID OPENING VIA THE ZOOM APP.

LINK TO ZOOM MEETING:

<https://cityofwarren.zoom.us/j/81556299108?pwd=VZHZibyuk9nbAbngP4OCUBuJEu5Gmt.1>

ZOOM CALL-IN #: 1 301 715 8592

ZOOM MEETING ID: 815 5629 9108

ZOOM MEETING PASSCODE: 361476

Addenda, clarifications and changes to the bid documents must be obtained on line by registering (free registration available) for the MITN system as follows: 1) go to www.BidNetDirect.com/MITN, 2) Click on "Register Now", 3) Activate your account & select your registration option. Call 800-835-4603 and press option two (2) to speak live with customer support.

YOU SHOULD REGISTER FOR NIGP CODES

- 08015 - Badges and Emblems, Metal: Cap, Game Wardens', Officers', Service Awards, Uniform, etc.**
- 20085 - Uniforms, Blended Fabric**
- 20086 - Uniforms, Cotton**
- 20087 - Uniforms, Synthetic Fabric**
- 20088 - Uniforms, Wool and Woolen Blends**
- 20137 - Emblems, Braids, and Patches (For Caps and Uniforms) (Including Chevrons, Epaulettes and Shoulder Boards)**

Additional information regarding this bid or any questions can be answered by contacting the Assistant Buyer, Shanah Turner of the City of Warren Purchasing Division preferably by e-mail, sturner@cityofwarren.org, Subject: ITB-W-1358.

SINCERELY,

A handwritten signature in black ink, appearing to read "CT", written over a light blue horizontal line.

Craig Treppa
Purchasing Agent

SPECIAL INSTRUCTIONS FOR ELECTRONIC BID SUBMISSION:

The City will require the vendor to perform the following, via the BidNet (MITN) system, within the bid solicitation, in order to have the bid considered for award:

1. **The bidder shall complete the bid form in its entirety, sign Page 3 and all other appropriate areas (clauses, etc.), scan the document, and upload the completed document (pages 1-17) with your electronic bid submission.**
2. If the Vendor has any questions regarding the steps needed to complete the electronic bid submission, they shall contact the BidNet (MITN) help desk at 1-800-835-4603. Select Option 2 when prompted.
3. Electronic bids must be entered no later than the bid due date and time. The BidNet (MITN) system will prohibit vendors from entering bid information after the scheduled due date/time.
4. The City of Warren shall not have access to bid results until after the scheduled due date and time.
5. The bid opening shall be made available to the public via a "Zoom Meeting". Interested parties will need to access the Zoom app and enter the Meeting ID # and the Password in order to obtain access to the public bid opening. Interested members of the public may view or listen to the results at that time.
6. The Zoom Meeting Call-in #, ID# and password for this bid opening can be found on the first page of this bid document.
7. The link to view the bid opening via "Zoom Meeting" can be found on the first page of this bid document.
8. The public shall have the ability to join the Zoom Meeting any time after 12:50 pm EST on the bid due date.
9. The public bid opening via "Zoom" shall occur at 1:00 pm EST on the bid due date.

PRICE CLAUSE:

The City of Warren requests that prices be held firm for 60 days or bid award whichever comes first except for the successful vendor whose bid shall be firm for a one (1) year period commencing on the official date of City Council approval. There is an option to extend the award for four (4) additional one (1) year periods with mutual consent of both parties. No increases in pricing will be honored without the approval of the Warren City Council.

Authorized signature for _____
Price Clause

ESTIMATED QUANTITIES:

Quantities indicated are estimates for bid award purposes and are estimated based on an initial compliment for one officer in the various categories (Item A-O). The actual number of orders per Item, A-O, will be based on the number of initial complements of clothing that is needed per Item. The City has provided the best estimate of quantities and actual usage may increase or decrease. Vendor shall supply items as per bid and hold the City harmless for increases or decreases in quantities. There is no guarantee that the order or requisitions to any approved vendor will meet these quantities during the one-year period.

Authorized Signature for _____
Estimated Quantities Clause

COMPANY NAME: _____

BID PROPOSAL FORM:

The undersigned **agrees to furnish POLICE UNIFORMS, on an as-needed basis**, for a one (1) year period commencing the official date of City Council approval, in accordance with the attached specifications, which are to be considered an integral part of this bid:

GRAND TOTAL OF ITEMS A-O FROM PAGE FIVE (5) OF THE BID FORM: \$_____

IT IS MANDATORY OF ALL BIDDERS TO RETURN THIS SHEET FULLY COMPLETED AND SIGNED BY AN AUTHORIZED REPRESENTATIVE WITH THEIR ELECTRONIC BID. FAILURE TO PROPERLY SIGN IN THE AREA PROVIDED BELOW WILL RESULT IN YOUR BID NOT BEING ACCEPTED.

The undersigned has carefully checked the bid figures and understands that he shall be responsible for any error of omission in this bid offer and is in receipt of all addenda as issued.

Signature of _____ DATE: _____
Authorized Company Representative

(Print name of Signature) COMPANY NAME: _____

ADDRESS CITY STATE ZIP CODE

TELEPHONE NUMBER FAX NUMBER E-MAIL ADDRESS

WARRANTY (If applicable)

EXCEPTIONS: Where an exception to any specification is taken, such exception shall be clearly indicated below and along with the specifications attached hereto, shall be considered an integral part of this bid proposal.

COMPANY NAME: _____

PRICING PAGES

Please download the detailed pricing sheets (pages 5-20 and page 22 (Discontinued Product Page) on the BidNet (MITN) system, complete and submit with your bid. Enter the Grand Total of items A-O from Page Five (5) of the bid form.

Page 21 of the bid form are images of the badges and emblems that will be used on the shirts, jackets, etc.

The totals for each item, and the totals for each category will be calculated for you when you submit pricing via the excel pricing spreadsheets.

COMPANY NAME: _____

AWARD CLAUSE:

In addition to the Award Clause found on page twenty-five (25) of this bid form, the following applies;

The Police Department requires a vendor who will not only provide timely service when it comes to properly measuring (sizing) the police personnel and durable goods, but who can also provide timely and accurate deliveries to the police staff.

The City has the option to award a primary vendor and secondary vendor(s) for each product solicited. If the primary vendor is unable to deliver product to the City in a timely fashion from receipt of order from the City, then the City has the option to procure the item(s) from a secondary vendor as long as the secondary vendor is able to deliver the said product sooner than primary vendor. Secondary vendors shall be selected based on lowest bid submitted.

DELIVERY CLAUSE:

If delivery time of any given order exceeds twenty-one (21) days from issuance of purchase order, the Police Administrative Services Captain, or his/her designee, reserves the right to cancel that order before delivery, by facsimile, email, or first-class mail, and the vendor will hold the City of Warren harmless from any damages, lost profits and costs. The only exception to the delivery clause is if the Police Administrative Services Captain or its designee waives the twenty-one (21) day delivery period in advance.

**Authorized signature for _____
Delivery Clause**

REFERENCES:

Please list the municipalities/companies for which your company has provided similar services.

1. Agency: _____ Year: _____

Address: _____

Contact Name: _____ Phone: _____

2. Agency: _____ Year: _____

Address: _____

Contact Name: _____ Phone: _____

3. Agency: _____ Year: _____

Address: _____

Contact Name: _____ Phone: _____

COMPANY NAME: _____

GENERAL CONDITIONS (Effective July 25, 2024)**SIGNATURE**

Bids and all information requested of the vendor shall be entered in the appropriate space on the bid form and Signature Page. Failure to do so may disqualify your offer.

An authorized officer or employee of the vendor shall sign all bids.

ELECTRONIC BID SUBMISSION

Electronic bids shall be submitted by the date specified and at or prior to the time specified to be considered. Late bids, e-mail, sealed, telegraphic, or telephone bids will NOT be accepted.

The bidder is required to submit their bid electronically via the BidNet (MITN) system in order to be considered for award.

Bids received after 12:30 pm of the date they are due will not be accepted.

RELATIONSHIP DISCLOSURE

It is required that any relationship (business or personal) to a City employee or official be disclosed. This includes employment or other professional engagements.

ALTERATION OF BID DOCUMENTS

Vendor **changes or alterations to the bid documents, including the specification, may result in the bid being considered non-responsive** and/or the Bidder being debarred. The only authorized vendor changes to the bid documents will be in the areas provided for the Bidder's response including the "Exceptions" section of the bid and on separate attached sheets submitted by the vendor. Vendor shall clearly identify product offered and deviations from the specification. If a change or alteration to the bid document is undetected, and the bid is awarded the contract, the original terms, conditions, and specification in the authorized version of the bid document will be applicable during the terms of the contract. Bidders are responsible for ensuring they have obtained all relevant documents including amendments, clarifications, changes, drawings, etc. as made available by the City.

PRICES

Prices quoted shall be for new products in current production unless otherwise specified. Where refurbished or discontinued items are offered they shall be clearly identified as such.

Prices quoted shall be exclusive of any rebates due the City. Any rebates the City may be entitled to should be shown as a separate line item and include expiration date.

Corrections and/or modifications received after the bid closing time specified will not be accepted.

Unit prices prevail.

All information shall be entered in ink or typewritten. Mistakes may be crossed out and corrections inserted before submission of your bid. The person signing the bid shall initial corrections in ink.

All prices will be proposed F.O.B. DESTINATION, INCLUDE ALL DELIVERY AND ANY ADDITIONAL CHARGES and remain in effect as specified in the bid.

COMPANY NAME: _____

AWARD

Unless otherwise stated in the bid documents, the City cannot guarantee exclusivity of the contract for the proposed products or services.

Award of the bids shall be based upon a combination of factors, including but not limited to, adherence to bid requirements, references and any other factors that may be in the City's best interest.

The City reserves the right to reject any and all bids, and to waive any defect or irregularity in bids. The City reserves the right to accept and separate items in the bid and to accept the bid that, in the opinion of the City, is to the best advantage and interest of the public we serve. The City also has the right to re-solicit bids if it is deemed to be in the best interest of the City.

The City reserves the right to reject low bids which have major deviations from our specifications; to accept a higher bid which has only minor deviations. By signing the bid, Bidders agree to accept a split award unless the Bidder clearly indicates that it takes Exception. The bid will be awarded to that responsible, responsive firm whose bid, conforms to this solicitation and will be most advantageous to the City, with regard not only to price but also to availability of product, location and quality of product considered.

The City reserves the right to award all line items, to make no award or to award on an individual line item basis, whichever is deemed to be in the best interest of the City.

Time of delivery may be a consideration in the award.

The City reserves the right to consider as unqualified to perform the contract any bidder who does not habitually perform with its own forces seventy-five (75%) of the work involved.

TERMINATION

1. Failure to Perform. The City may terminate a bid award for the failure to perform a term of the bid specifications to the satisfaction of the City. The City shall provide ten (10) days advance written notice to the Awarded Vendor for the failure to perform services or for the violation of any other term of the bid specifications. Unless futile or the violation is recurring, the City shall provide notice and the opportunity to cure the violation prior to termination. Such notice to cure shall be given in writing by first-class mail. In the event of a dispute, or in order to avoid interruption of service, the City may engage another to perform the work and the Awarded Vendor shall be responsible for any costs the City incurs as a result of the Awarded Vendor's violation. The City may withhold payment to offset any damages the City incurs as a result of the Awarded Vendor's violation.

2. At Will. A bid award may be terminated at will by the City upon a minimum of thirty (30) days prior written notice to the Awarded Vendor. In the event of termination as provided in this subsection, the Awarded Vendor will be compensated for all services performed and approvable reimbursable expenses from the inception date to the termination date provided the services performed and the expenses were provided in accordance with the bid specifications. Payment shall be made upon the Awarded Vendor delivering to the City all information and materials retained by the Awarded Vendor, affiliates, or subcontractors in performing the services described in the bid specifications, whether completed or in progress.

3. MISREPRESENTATION. In addition, the City may reject this Bid, or cancel a contract with an Awarded Vendor, if there is evidence of any misleading or intentionally fraudulent information or documents provided in connection with this Bid.

COMPANY NAME: _____

SPECIFICATION

THE CITY OF WARREN WILL ONLY ACCEPT BRAND NAME AND PRODUCT LISTED IN THE PRICING PAGES. IF THE PRODUCT HAS BEEN DISCONTINUED BY THE MANUFACTURER, THE BIDDER SHALL COMPLETE THE "DISCONTINUED PRODUCT PAGE" AND LIST THE PRODUCT DETAILS OF EACH ITEM THAT THE MANUFACTURER IS REPLACING. THE BIDDER SHALL ALSO COMPLETE THE PRICING PAGE WITH THE PRICE OF THE REPLACED PRODUCT.

All products and services shall be in accordance with all applicable federal, state and local statutes, rules, ordinances, etc.

All personnel shall have the appropriate licenses with endorsements for the work performed.

In addition, any personnel driving a vehicle on City property shall have the appropriate valid driver's license and have or exceed minimum statutory insurance requirements.

E-VERIFY

Any bidder, attesting to his bid by signature, is affirming that the Bidder has registered with, participates in and utilizes the E-Verify Program (or any successor program implemented by federal Department of Homeland Security and Social Security Administration) to verify the work status of all newly hired employees employed by the Bidder.

NON-IRAN LINKED BUSINESSES

By signing below, Bidder certifies and agrees on behalf of Bidder and the company submitting this bid the following: (1) that the Bidder is duly authorized to legally bind the company submitting this bid; (2) that the company submitting this bid is not an "Iran linked business," as defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) that Bidder and the company submitting this bid will immediately comply with any further certifications or information submissions requested by the City in this regard.

ASSIGNMENT OF AGREEMENT – OTHER CONTRACTORS.

The Awarded Vendor shall not assign the contract or any part thereof without the written consent of the City.

PERIOD AGREEMENTS

No Exclusive Contract/Additional Services. The Awarded Vendor agrees and understands that the contract shall not be construed as an exclusive agreement and that the City may, at any time, secure similar or identical services at its sole option.

Any contract executed pursuant to this Bid, which is for a specific term shall include for an extension of the contract term, at the option of the City, as follows:

The City shall have the sole option to extend the contract herein for a period of two months by written notice to the Awarded Vendor exercising the option served at least ten days prior to the expiration date of the contract. In the event such option is exercised by City, all of the provisions of the contract shall remain in full force and effect other than the date of expiration of the contract.

The quantities have been estimated for bid award purposes and may be estimated based on past usage. The quantities may increase or decrease and the City makes no representation as to guarantee of usage. The quantities are estimated on an annual basis.

COMPANY NAME: _____

PAYMENT TERMS

The City's normal payment terms are 45 days in connection with cash discounts specified with this bid. Time will be computed from the date of complete delivery of services, supplies, or equipment, as specified, or from the date correct invoices are received in the Office of the City Controller, if the latter is later than the date of delivery. Prices will be considered as net if no cash discount is shown.

Progress payments will be made on the basis of hours of work completed during the course of the engagement in accordance with the firm's fee bid. Interim billings shall cover a period of not less than a calendar month.

MICHIGAN FREEDOM OF INFORMATION ACT (FOIA)

All costs incurred in the preparation and presentation of this bid, in any way whatsoever, shall be wholly absorbed by the Bidder. All supporting documentation shall become the property of the City unless requested otherwise at the time of submission. Michigan FOIA requires the disclosure, upon request, of all public records that are not exempt from disclosure under Section 13 of the Act, which are subject to disclosure under the Act. Therefore, confidentiality of information submitted in response to this RFP is not assured.

EQUAL OPPORTUNITY CLAUSE

This contract requires adherence to the equal opportunity clause, 41 CFR § 60-1.4.

EXCEPTIONS TO THE BID SOLICITATION

Each individual/group shall provide a list of Exceptions taken to this bid. Any Exceptions taken shall be identified and explained in writing. An Exception is defined as the individual/group's inability to meet a mandatory requirement or exceed a requirement in the manner specified in the bid solicitation. If the Bidder provides an alternative solution when taking an Exception to a requirement, the benefits of this alternative solution shall be explained. The City reserves the right to accept or reject any Exception whichever is deemed to be in the best interest of the City.

WITHDRAWAL OF BID

Bidders may withdraw their bids by submitting a written request over the signature of an authorized individual to the Purchasing Department any time prior to the submission deadline. Bidders may thereafter submit a new bid prior to the deadline. Modification or withdrawal of the bid in any manner, oral or written, will not be considered if submitted after the deadline.

DEFAULT TO CITY

It is understood that any Bidder who is in default to the City at the time of opening its bid shall have its bid declared null and void.

BIDDER DISCLOSURE

The Bidder declares that it has not, nor will it, provide gifts, gift certificates, entertainment, favors, or other gratuities to a City official, employee, agent, or volunteer, or to their families.

The Bidder acknowledges that if it violates this policy then the City may terminate the contract with the Bidder.

COMPANY NAME: _____

INDEMNITY CLAUSE

To the fullest extent permitted by law, the Bidder expressly agrees to indemnify and hold City and its Affiliates harmless against all losses and liabilities arising out of or related to bodily injury or property damages based upon any act or omission, negligent or otherwise, of Bidder or anyone acting on Bidder's behalf in connection with or incident to the work to be performed hereunder, except that Bidder shall not be responsible to indemnify the City for losses or damages caused by or resulting from the City's sole negligence.

For the purposes of this indemnity clause, "City" shall mean the City, its Affiliates, and their elected and appointed officials, employees, authorities, boards and commissions and volunteers working on behalf of the City and its Affiliates; "losses and liabilities" shall mean loss, cost, expense, damage, liability or claims, whether groundless or not; "breach, misappropriation or unauthorized use of data" shall mean copyright, patent, trademark or other intellectual property infringement or unauthorized use of license, software, programs, product, manuals or instructions; "personal injury" shall mean false arrest, erroneous service of civil papers, false imprisonment, malicious prosecution, assault and battery, libel, slander, defamation of character, discrimination, mental anguish, wrongful entry or eviction, violation of property or deprivation of rights, privileges or immunities secured by the constitution and laws of the United States of America or the State of Michigan, for which Vendor may be held liable to the injured party in any action at law, suit in equity or other proceedings for redress; "bodily injury" shall mean bodily injury, sickness or disease (including death resulting at any time there from) mental anguish and mental injury which may be sustained or claimed by any person or persons; and "property damage" shall mean the damage or destruction of any property, including the loss of use thereof.

The Bidder's obligation to indemnify and hold the City and its Affiliates harmless shall include, but not be limited to (1) the obligation to defend the City and its Affiliates from any such suit, action or proceeding, and (2) the obligation to pay any and all judgments which may be recovered in any such suit, action or proceeding, and/or any and all expenses, including but not limited to costs, attorney fees and settlement expenses which may be incurred.

APPENDIX A OF TITLE VI PLAN

During the performance of this contract, the contractor, for itself, its assignees, and successors, in interest (hereinafter referred to as the "contractor") agrees, as follows:

1. COMPLIANCE WITH REGULATIONS. The contractor shall comply with Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. NONDISCRIMINATION. The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials in the discrimination prohibited by Section 21.5 of the Regulation, including employment practices when the contractor covers a program set for in Appendix B of the Regulations.

COMPANY NAME: _____

3. SOLICITATION FOR SUBCONTRACTS, INCLUDING PROCUREMENTS OF MATERIALS AND EQUIPMENT.

In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, sex, or national origin.

4. INFORMATION AND REPORTS. The contractor shall provide all information and reports required by the Regulations, or directives issues pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State Highway Department or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.

5. SANCTIONS FOR NONCOMPLIANCE. In the event the contractor's noncompliance with the nondiscrimination provisions of this contract, the State Highway Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

a. Withholding payments to the contractor under the contract until the contractor complies and/or

b. Cancellation, termination or suspension of the contract, in whole or in part.

6. INCORPORATION OF PROVISIONS. The contractor shall include provisions of paragraphs (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the State Highway Department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State Highway Department to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

SAFETY DATA SHEETS

IMPORTANT: All City purchases require **SAFETY DATA SHEETS** where applicable, in compliance with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard.

**THE ABOVE GENERAL CONDITIONS ARE CONSIDERED IN FORCE UNLESS SPECIFICALLY ADDRESSED
IN ANOTHER SECTION OF THE BID DOCUMENT**

We have read and acknowledge the above GENERAL CONDITIONS

(Signature)

COMPANY NAME: _____

BIDDING CONDITIONS
CITY OF WARREN POLICE DEPARTMENT
UNIFORM/CLOTHING SPECIFICATION

- City of Warren Police Department is seeking electronic bids from qualified vendors to furnish the City with Initial Compliment Uniforms for its police officers. No quantities are guaranteed under this bid. Quantities indicated are estimated for bid award purposes only.
- Successful bidder shall be authorized distributors of "Police Department" approved garments and equipment".
- **THE CITY WILL NOT ACCEPT SUBSTITUTE PRODUCTS. THE CITY WILL ONLY ACCEPT BRANDS AND ITEMS LISTED ON THE PRICING PAGES. IF NO MFG. OR LOT # IS LISTED ON THE PRICING SHEETS, PLEASE INDICATE MFG. AND LOT # YOU ARE QUOTING, IF APPLICABLE.**
- The awarded vendor(s) shall provide for measurement of all personnel's initial compliment uniform at the Warren Police Headquarters Building or at the vendor's facility.
- Successful bidder(s) shall deliver all goods to the either the Warren Police Department or shall be picked up by a member of the Police Department.
- Successful bidder's quotes shall include all shipping charges.
- The City shall not be responsible for the cost of merchandise returns to the awarded bidder(s). The successful bidder(s) shall include the cost of merchandise returns in their quote.
- A twenty-one (21) day delivery time is required from issuance of purchase order, unless delivery time is pre-excused by the Police Administrative Services Captain, or designee. If unable to meet this delivery date, please indicate the time frame delivery can be made. Failure to meet delivery schedules may result in a decrease in the number of orders requested from the vendor.
- Individual purchase orders will be released. Each purchase order shall be billed separately.
- All bidders shall allow for inspection of their facilities prior to bid award to demonstrate adequate stock on hand and ability to service the Warren Police Department account.
- Once awarded, no substitutions by other manufacturers, brand names, or styles are allowed unless it is approved by the Administrative Captain or his/her designee. The item shall equal or exceed the specification called for by the listed manufacturer. Samples and/or catalog literature may be required with these exceptions.
- The awarded vendor(s) shall only provide items that are specified in a valid City of Warren purchase order. Bidder shall bid on all items in a section/group. The City reserves the right to award to multiple vendors, award by group, by total bid, delete items from a group, and split award; whichever is in its best interest of the City.
- The awarded vendor(s) shall sew two (2) patches (emblems) on each of the following garments; jackets, shirts, and sweaters. The cost for providing and sewing the two (2) sew-on patches are to be included in the pricing of that garment.
- Sew-on patches (emblems) shall be provided by the successful bidder. The City will provide proper artwork, when needed.
- If a line item on the pricing sheets indicates the need for a patch, or emblem, then the successful vendor shall be responsible for furnishing and sewing two (2) patches (emblems) on the corresponding article of clothing.
- Bidder to list their offering by manufacturer, brand name, and vendor catalog number.

COMPANY NAME: _____

- The awarded vendor(s) will supply uniform items according to gender (male or female) when that uniform item is specified by the manufacturer as a male or female item.
- The awarded vendor(s) shall be able to provide women's items and will not attempt to alter a man's item for a woman, or a woman's item for a man.
- The awarded vendor(s) will not allow any unauthorized item(s) to be purchased without a City of Warren Purchase Order.
- The awarded vendor(s) shall have a store front operation located within twenty-five (25) miles of the Warren Police Department Headquarters, located at 29900 Civic Center, Warren, MI 48093, or a mobile personnel service unit (MPSU). Both a store front operation and a MPSU shall stock accessible and sufficient approved products to officers that will accommodate anticipated purchases.
- The awarded vendor(s) shall operate an off-site commercial facility capable of stocking and processing order needs, per the bid specifications.
- The awarded vendor(s) shall include repair, tailoring, and embroidery services.
- Store front and MPSU shall also be accessible to officers for sizing and tailoring needs.
- If vendor is providing a MPSU, the following shall be made available to the City;
 - The MPSU shall be capable of sizing all required garments per the Police Department uniform specifications and stocking consumables to be deliverable on site that meet the uniforms specifications.
 - MPSU shall have capacity for order entry on site.
 - MPSU shall be able to provide on-call, on-site service to the Police Department for all three (3) standard shifts.
 - The MPSU shall easily identifiable with vendor logos.
 - The MPSU shall have a dedicated account representative specifically assigned to the Warren Police Department Account. The representative shall be uniformed, easily identifiable by the department personnel while providing on-site services to the department.
 - The MPSU shall be available to be physically present at the Police HQ when requested. A schedule shall be coordinated between the awarded vendor(s) and the Police Department.
- Failure to comply with the above-listed specifications may be cause for immediate disqualification as an approved vendor.

COMPANY NAME: _____

CHECK LIST FOR BIDDERS

MISTAKES OR OMISSIONS CAN RESULT IN THE REJECTION OF YOUR BID.

_____ Is your electronic bid **PROPERLY SIGNED** on the **AUTHORIZED REPRESENTATIVE** portion of the **BID FORM, AND ALL CLAUSES AS INCLUDED IN THE BID DOCUMENT?**

_____ If required, have you entered a unit price for each bid item? (Unit Price governs)

_____ Have you uploaded the complete document via the BidNet (MITN) system with your electronic submission?

_____ Late bids will **NOT** be considered. **Bids must be received by the Purchasing Division before 12:30 P.M., Wednesday, on the date specified.**

COMPANY NAME: _____