

# *City of Romulus*

## INVITATION TO BID ITB 25/26-15 THREE YEAR PRICING POLICE DEPARTMENT CLASS A & B UNIFORMS Public Opening 2/17/2026

The City of Romulus, Michigan Police Department is seeking bids from qualified companies for three-year fixed pricing for the Class A and Class B uniforms used by the department.

- (1) Qualified individuals and firms wishing to submit a bid must use the forms provided by the City. Official bid forms and specifications may be obtained from the MITN Purchasing Group page of BidNet Direct (<http://www.mitn.info/>). Bids may be rejected unless made on the forms included with the bidding documents. Copies of documents obtained from any other source are not considered official copies.
- (2) Clarifications, modifications, or amendments may be made to this solicitation at the discretion of the City. Any and all addenda issued by the City will be posted on the MITN Purchasing Group page of BidNet Direct. All interested parties are instructed to view the MITN website regularly for any issued addenda. It is the responsibility of the bidder to obtain all issued addenda and acknowledge receipt of said addenda by including a printed copy of each addendum as part of the required documents for this solicitation and to list the addendum and sign and date the "Acknowledgment of Receipt Addenda Form: supplied in the bid documents.
- (3) Any and all questions regarding the request for proposal documents, the project scope or the required submittals must be emailed to [Purchasing@romulusgov.com](mailto:Purchasing@romulusgov.com) and received no later than 12:00 P.M. local time, **Monday, February 9, 2026**.
- (4) A total of two copies (one marked "Original" and one marked "Copy") of the bid must be submitted together in one sealed package/envelope and returned to the City Clerk's Office no later than 2:00 P.M., **Tuesday, 2/17/26**. Bids should be addressed using the bid package label provided in the ITB documents.
- (5) At approximately 3:00 p.m., local time all timely received bids will be publicly opened and read.
- (6) The City reserves the right to postpone the opening without notification and also reserves the right to reject all bids and to waive any minor informality or irregularity in bids received and to award the bid in whole or in part.
- (7) Ultimately, a contract may be awarded to the lowest most responsive and responsible company, as determined in the sole discretion of the City of Romulus or otherwise in a manner deemed by the City to be in its own best interest. The City reserves the right to split the award of the bid between multiple companies.
- (8) For additional information contact Christina Parker, Purchasing Director by calling (734) 955-4568 or by emailing [Purchasing@romulusgov.com](mailto:Purchasing@romulusgov.com).
- (9) The City of Romulus strictly prohibits the reproduction or publishing of any published document or solicitation without the express written consent of the City of Romulus. Unauthorized posting of any notice of these documents or reference to said documents or solicitations is strictly prohibited.
- (10) The contract can be extended for up to two additional one-year periods upon mutual written notice of the parties involved.

### TABLE OF CONTENTS and FORMAT FOR BIDS

A completed copy of this page must be placed in the front of all documents submitted for consideration. For ease of review, companies are instructed to organize any submission in the same order with the same section headings and **to list the page number below** for the location of each of the items listed. Any additional information provided by the bidder to the City along with their bid, shall be clearly marked with an attachment number and listed here and attached in order to the back of the respondent's (hereinafter referred to as "Contractor") bid documents.

ITEM	COMPANY'S BID PAGE #
<b>INVITATION TO BID/ TABLE OF CONTENTS</b>	
<b>ACKNOWLEDGMENT OF RECEIPT OF ADDENDA FORM</b>	
City of Romulus ITB Documents	
Bid Pricing Sheet	
<b>Statement of Non-collusion &amp; Conflict of Interest</b>	
<b>Attachment I - Company's General Questionnaire and References</b>	
<b>Attachment II - Company's Statement of Qualifications</b>	
<b>Attachment III – Additional Reimbursable Charges</b>	
<b>Attachment IV – Exceptions to Specifications</b>	

Name of Company/Contractor:	
Printed Name:	
Title:	
Signature:	
Address:	
City/State/Zip:	
Phone Number:	
Fax Number:	
Email Address:	

# ITB 25/26-15 Three Year Pricing Police Department Class A & B Uniforms

## ACKNOWLEDGMENT OF RECEIPT OF ADDENDA FORM

The Bidder is responsible for acknowledging the receipt of any posted addenda in the space provided below. By signing and dating on the line below the undersigned has read, understands the Addendum/addenda posted by the City of Romulus, should there be any, as a clarification or addition to this request for bids document. A copy of any addenda posted by the City should be placed immediately behind the bids Table of Contents and need not be numbered.

### **SIGN AND DATE** (write "None" if none):

Addendum 1: \_\_\_\_\_  
Addendum 2: \_\_\_\_\_  
Addendum 3: \_\_\_\_\_  
Addendum 4: \_\_\_\_\_

The undersigned hereby acknowledges receipt of the above addenda.

Printed Name:	
Title:	
Signature:	
*Name of Company/Contractor:	

## **IMPORTANT DATES**

Publication Date:	1/29/2026
Deadline for submission of Questions:	
Submit questions via email to: Christina Parker, Purchasing Director purchasing@romulusgov.com	2/09/2026 by 12:00 PM Local Time
Deadline for Submission of bids:	2/17/2026 by 2:00 P.M., Local Time
Public Opening – City Hall Council Chambers	2/17/2026 by 3:00 P.M., Local Time

## **INSTRUCTIONS, TERMS AND CONDITIONS**

### **DEFAULT**

Per Section 13.4 (b) of the Romulus City Charter, no bid will be accepted from, or contract awarded to any person, firm or corporation that is in arrears or is in default to the City of Romulus or its agencies upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City of Romulus or its agencies

### **INFORMATION AND QUESTIONS**

In preparing bids, companies are advised to rely only upon the contents of this ITB and accompanying documents and any written clarifications or addenda issued by the City of Romulus Purchasing Department. If a company finds a discrepancy, error, or omission in the ITB package, or requires any written addendum thereto, the company is requested to notify the Purchasing Department in writing via email as noted in this ITB, so that written clarification may be sent to all prospective respondents. No contact regarding this document with other City employees is permitted. All answers, if needed, will be issued in the form of an addendum.

- All questions must be submitted in writing via email and received by the Purchasing Department before 12:00 PM Local Time, Monday, February 9, 2026.
- No communication is permitted between companies and other City of Romulus Departments or Divisions prior to the award of the bid unless sanctioned by the Purchasing Department.

### **SITE ACCESS**

- After bid/contract award - Only the approved employees, approved contractors, and approved sub-contractors will have access to non-public areas of City of Romulus facilities.

### **BID SUBMISSION DEADLINE**

In order for a bid to receive consideration, it must be received prior to the specified deadline for submission as indicated in the invitation to bid forms. No bid will be accepted after the time specified as the bid submission deadline. The City reserves the right to postpone the bid opening for its own convenience. Any and all bids submitted must be submitted using the Authorized Version of the ITB documents furnished by the City of Romulus; failure to do so will be considered as an alternate offer and may be cause for rejection. Bids are considered received when time and date stamped and in the possession of the City of Romulus Clerk's office. It is the Company's responsibility to ensure that bids are received on time and in the proper office. The City Clerk's time stamp will determine the official receipt time. Late bids received by the City of Romulus will be returned unopened to the Company. **Bids sent by facsimile or other electronic means will be considered nonresponsive and will not be considered for award.**

**THE COMPANY SHALL COMPLETELY FILL IN ALL BLANKS IN THE ITB DOCUMENTS IN INK OR USING A COMPUTER OR PRINTER.** Any corrections made to pricing submitted in the ITB documents should be initialed and dated by the signer of the bid. Failure to complete and submit all ITB forms can result in the bid being deemed nonresponsive and eliminated from consideration for the award of the contract.

### **BID FORMS**

The City of Romulus will accept no changes made to this document by any company except in those areas provided for a company's response, including the "Bid Pricing Sheet" sections of this document. All pages and the information requested herein shall be furnished in compliance with instructions. The manner and format of submissions is essential to permit prompt evaluation of all bids in a fair and uniform basis. Accordingly, the City of Romulus reserves the right to declare as non-responsive, and reject any incomplete bid if material information requested is not furnished, or where indirect or incomplete answers or information is provided.

### **AUTHORIZED VERSION OF THE BID DOCUMENTS**

The Authorized Version of the Bid Documents shall be the documents as posted on the **MITN Purchasing Group page of BidNet Direct**. Copies of documents obtained from any other source are not considered official copies.

### **CHANGE OF SPECIFICATION/DOCUMENTS**

If any changes or alterations are made by a company to the documents which are undetected by the City and the company is awarded a contract, the original terms, conditions, and specifications in the authorized version of the ITB document on file will be applicable during the term of the contract.

### **ADDENDUM OR CHANGE OF SPECIFICATION**

Companies may request clarifications or additional information to the specifications provided if requests are presented in writing via email the City of Romulus Purchasing Department. If in the opinion of the City, and for sufficient reason, clarification to specifications are necessary and a change in specifications is found desirable, the City will post any and all addendum on the MITN Purchasing Group

page of BidNet Direct and postpone the bid opening date, if necessary. It is the responsibility of the bidder to obtain all issued addenda and acknowledge receipt of said addenda by including a printed copy of each addendum as part of the required documents for this solicitation and to list the addendum and sign and date the "Acknowledgment of Receipt Addenda Form: supplied in the bid documents. All such changes or addenda shall become part of the contract and all companies shall be bound by such changes or addenda.

Any company who submits a bid/proposal and later claims it had no knowledge of any changes, modifications, or additions made by the City of Romulus to the authorized version of the ITB document, shall be bound by the authorized version of the ITB, including any changes, modifications or additions to the authorized version. If a bid/contract is awarded to a company who claims that it had no knowledge of changes, modification or additions made by the City of Romulus to the authorized version made by the City of the bid/proposal, and the company fails to accept the bid/contract award, the City of Romulus shall recover from such company costs and expenses to re-solicit the item or service.

### **SPECIFICATIONS**

Unless otherwise stated by the company, the bids/proposals will be considered as being in strict accordance with the City of Romulus' applicable standard specifications, and any special specifications outlined in the ITB document. Reference to a particular trade name, manufacturer's catalogue, or model number are made for descriptive purposes to guide the company in interpreting the requirements of the City of Romulus, and should not be construed as excluding bids on other types or materials, equipment and supplies unless otherwise stated. However, the company, if awarded the contract, will be required to furnish the particular item referred to in the specifications or description unless departure or substitution is clearly noted and described in the bid/proposal. The City of Romulus reserves the right to determine if equipment/product or service being bid/proposed is equal to the specified equipment/product or service requested.

### **ALTERNATIVES TO SPECIFICATIONS:**

Company may offer alternatives from the expressed specifications described by the City. The City reserves the right to consider and accept or reject such alternatives. Alternatives must clearly describe all variances from the specifications herein. Provide product literature, specification sheets and drawings with bid if providing an alternate and indicate the exceptions on the bid pricing sheet where allowed or on an "Attachment IV- Exceptions to Specifications" if additional space is needed.

Companies are cautioned that any alternate bids/proposals, unless requested by the Purchasing Department, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirement of this invitation to bid, may be considered non-responsive, and at the opinion of the Purchasing Department, may result in rejection of the bid/proposal.

### **SUBMISSIONS**

- This bid form must be signed by a person authorized to bind and commit the company to provide such goods and/or services offered to the City should their bid/proposal be accepted by the City
- The company acknowledges that the City is a public entity and therefore is subject to all applicable public disclosure laws
- Submission is a conclusive presumption that the company is familiar with the ITB, contractual requirements, and specifications and that the company understands and agrees to abide by each and all of the stipulations and requirements contained herein.
- Each response should be prepared simply and economically, providing a straightforward concise description of the company's approach and ability to meet the City's needs, as stated in this invitation to bid.
- The Company shall be responsible for all costs incurred in the development and submission of their bid/proposal. The City of Romulus assumes no contractual obligation as a result of the issuance of this ITB, the preparation or submission of a response by a company, the evaluation of an accepted response, or the selection of the finalists. The City of Romulus shall not be contractually bound until the City of Romulus and the successful Company have executed a written contract for the performance of the work, the contract has been awarded by the City's Council (if required by the City's Purchasing Ordinance) or until such time as a Purchase Order has been issued to the same.
- All prices shall be quoted in U.S. dollars. Unless the company submitting a proposal specifically notes otherwise, any and all quoted prices will be firm. In case of error in the extension of prices in the response, the unit prices shall govern.

### **PRICING**

Pricing shall be stated in units of quantity specified in the ITB documents. All prices shall be quoted in U.S. dollars. Unless the Company submitting a bid/proposal specifically notes otherwise, any and all quoted prices will be firm. In case of a discrepancy in computing the amount of the bid, the unit price proposed will govern. All bids/proposals shall specify terms and show delivery dates. Unless otherwise provided in the bid/proposal by the company, all prices quoted shall be firm for term of the contract, commencing with the date of the award of the bid/contract. Pricing must include all materials, labor, incidentals and expenses including but not limited to delivery costs, training, all required insurance/s, bonds, site cleanup and all other incidentals required for the completion and performance of the work under the bid/contract as outlined in the bid/contract documents.

### **REQUESTS FOR ADDITIONAL COMPENSATION**

Any claim for compensation other than listed on the Bid Pricing Sheet will not be considered for payment to the Company by the City unless itemized in an attachment provided titled, "Attachment III – Additional Reimbursable Charges. The location of the attachment in the submitted bid documents must be indicated on Table of Contents.

### **QUANTITIES**

All quantities stated are estimates and the City of Romulus reserves the right to increase or decrease the quantity at the units purchased or contracted for as best fits its needs.

### **DESIGN, STRENGTH, AND QUALITY**

Design, strength, and quality of materials and workmanship must conform to the highest standards of manufacturing and engineering practices. The apparent silence of specifications and/or plans as to any detailed description concerning any point shall be regarded as

meaning that only the best commercial practices are to prevail. All interpretations of these specifications and/or plans shall be made on the basis of this statement.

**EQUIPMENT:**

Company shall bear the risk of loss or damage and must carry property damage and liability insurance covering material and carriage until delivery to the City and/or acceptance by the City. All equipment shall be new and based upon the general requirements of the equipment as listed in the specification section of the ITB documents unless as otherwise specified in the ITB documents. The cost of inspections or tests and handling of goods to meet specifications will be borne by the Company unless as in the case of City of Romulus inspection fees listed in the specifications as fees waived.

**SAMPLES, DEMONSTRATIONS AND TESTING**

If requested by the City of Romulus, Bidder shall provide product samples and/or testing of items bid to ensure compliance with specifications. Samples, demonstrations and/or testing may be requested at any point prior to or following bid award. All samples (including return thereof), demonstrations and/or testing shall be at the expense of the Bidder.

**COMPLIANCE WITH FEDERAL, STATE, COUNTY, AND LOCAL LAWS**

Bids must comply with all federal, state, county and local laws, to include but not be limited to, all applicable standard safety, emission, and noise control requirements. Any vehicles or equipment shall contain all standard safety, emission, and noise control requirements required for the types and sizes of equipment at the time of their manufacture. The Contractor agrees, during the performance of work or service, to comply with all applicable codes and ordinances of City of Romulus Michigan, or State of Michigan as they may apply, as these laws may now read or as they may hereafter be changed or amended.

**WITHDRAWAL**

Bids/Proposals may be withdrawn in person by a company, or authorized representative, provided their identity is made known and a receipt is signed for the bid, but only if the withdrawal is made prior to the stated bid submission deadline. No bid/proposal can be withdrawn for 90 days following the public opening of the bid/proposal. Companies may reduce this period if it clearly states so in their bid/proposal; however, the company runs the risk of being declared non-responsive to the specifications.

In case of error by a company in making a bid/proposal, the City of Romulus' Purchasing Department may, by discretion, reject such bid/proposal upon presentation of a letter by the company which sets forth the error, the cause thereof, and sufficient evidence to substantiate the claim.

**FAILURE TO COMPLY**

For failure to deliver or perform in accordance with the awarded bid/contract, the City may consider the company in default and take steps to protect the City's interests. The City may, without impairing its other rights and benefits, purchase all or part of the contract goods or services on the open market and charge any additional costs to the company or his surety.

**DELIVERY**

F.O.B. City of Romulus Police Department, 11165 Olive Street, Romulus, Michigan 48174 to the designated location, freight prepaid.

**AWARD**

**THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS. THE CITY RESERVES THE RIGHT TO WAIVE IRREGULARITIES AND TO AWARD THE BID IN WHOLE OR IN PART!** At the sole discretion of the City, the City reserves the right to disqualify any Company on the basis of any real or apparent conflict of interest that is disclosed in the bid submitted or at any time to the City. The City reserves the right to make such investigations as it deems necessary to determine the ability of the Company to provide services meeting a satisfactory level of performance in accordance with the City's requirements. A contract will ultimately be awarded to the lowest responsive and responsible responder, as determined in the sole discretion of the City of Romulus or otherwise in a manner deemed by the City to be in the best interests of the City of Romulus. The City may exercise its right to weight bids based on factors deemed, in the City's sole discretion, to be in the City's best interests. Submission of a bid/proposal, whether determined to be the lowest actual bid or not, shall not in any way constitute a contract between the Company and the City. No contract proposed to be awarded to the lowest responsive and responsible bidder shall become operative until approved as to legality and form by the city's corporation counsel and until it has received city council approval if it exceeds \$12,000.00.

**LOWEST, RESPONSIVE AND MOST RESPONSIBLE RESPONDER IS ONE WHO, IN THE SOLE DISCRETION OF THE CITY:**

- Completes all forms required by the bid documents as required by the bid documents
- Submits no restrictions or qualifications beyond those permitted in the invitation to bid documents
- Has the skill, quality and ability to conscientiously, faithfully and promptly fulfill the contract to its letter and spirit
- Has integrity, judgment, reputation and experience
- Has sound financial resources as well as the ability to furnish any and all bonding and insurance documents required
- Is able to comply with all terms and conditions set forth in the invitation to bid documents
- Can show the intent and ability to cooperate efficiently and effectively with all Government departments involved in the contractual purchase or service
- Has the knowledge of applicable existing laws and ordinances of the City of Romulus necessary to provide smooth and efficient relations
- Has unquestionable ability to provide maintenance and service on the contractual items purchased

**LOCAL VENDOR PREFERENCE:**

Subject to the local preference provision of City of Romulus Code of Ordinances, Section 39-14, bids received from qualified vendors located within the City of Romulus who are within 5% of the lowest qualified bidder will be offered an opportunity to match the lowest

qualified bid. *Located within the City of Romulus* means a Company that has an established business location with the city other than a home that is used for residential purposes.

**NON-DISCRIMINATION CLAUSE:**

By signing and submitting this bid for consideration of an award by the City of Romulus, the Company and any subcontractor covenants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the contract. When required by the funding body (as indicated in bid documents) the awarded company shall not only observe the provisions of the Davis-Bacon Act, but the letter and spirit of the just compensation standards for all wage earners. (City of Romulus Resolution #92-315)

**THE CITY OF ROMULUS IS EXEMPT FROM ALL SALES TAX: - Tax ID 38-6006334.**

Do not include such taxes in the bid pricing. The City will furnish the successful company(s) with tax exemption certificates when requested.

**IRS FORM W-9 AND NEW VENDOR FORM**

As required by the City auditors, the awarded Company must have on file with the City of Romulus a current IRS Form W-9 and a completed City of Romulus New Vendor Form before City will issue a PO to the successful Company.

If the Company is currently not a vendor for the City of Romulus a New Vendor Form provided herein must be completed and should be included with their bid.

**ISSUING OF PURCHASE ORDER**

The City shall issue a PO to the awarded Company immediately upon the receipt of all required insurances, original copies of any insurance riders, required forms, permits and a properly signed and executed contract documents that are required by the bidding documents. The purchase order number must appear on all itemized invoices and packing slips. The City of Romulus will not be held responsible for any work orders placed and/or performed without a valid current purchase order number. Payment will be made for all services rendered and accepted by the City's using Department for which a valid invoice has been received.

**INVOICES**

Invoices for services/products must be submitted immediately following the delivery of all items being requested in this solicitation. Invoices should be mailed to the same address indicated herein for the delivery of the items being requested in this ITB. When a delivery ticket is required by the bidding documents, a copy of each delivery ticket being invoiced must be attached to the invoice. Each delivery ticket must have the signature of the employee that accepted the delivery of the product delivered. Payment will be delayed if the invoice fails to reference PO number, ordering department, unit prices, quantities, totals, and a full description of the order that matches the PO.

**PAYMENT TERMS**

Payment will be net 30, following receipt of invoice, unless otherwise specified by the City of Romulus.

**PREPAYMENT OR PAYMENT DRAWS**

Request for payments prior to receipt of products or project completion are not permitted.

**RECORDS**

The City of Romulus reserves the right to inspect all vendor documents relating to this agreement for up to three (3) years after expiration.

**USE OF THE CITY SEAL OR BRANDING-**

Companies are prohibited from using the official Seal of the City of Romulus or any of the City's branding artwork in this Bid or in any other manner.

**INDEMNIFICATION**

**To the fullest extent permitted by law**, the successful company agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Romulus, its consultants, agents, elected officials, appointed commissioners, volunteers and employees from and against any and all claims for losses demands, suits, or loss, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against or from the City of Romulus, its consultants, agents, elected officials, appointed commissioners, volunteers and employees or others working on behalf of the City of Romulus, resulting by reason of liability or claim of liability and from suits or a charge of every nature and description brought against if for, or on account of, any injuries or damages received or sustained by the parties by or from any of the acts of the contractor, the contractor's employees, or agents; from all liability claims, demands, judgments and expenses to persons or property occasioned, wholly, or in part, by the acts or omissions of the bidder, contractor, agents or employee that may arise out of the performance of this contract .

**NON-IRAN LINKED BUSINESS**

Pursuant to Michigan law before the City can accept any bid or proposal or enter into any contract for goods and services with any prospective Company, the Company must certify that it is not an "Iran Linked Business".

By signing the bid pricing sheet and by the submission of a bid or proposal, the individual signing the bid certifies and agrees on behalf of himself and the company submitting this bid/proposal the following:

- that the signer is duly authorized to legally bind the company submitting this bid/proposal; and
- that the company submitting this bid/proposal is not an "Iran linked business," as the term is defined in Section 2(e) of the Iran

Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and

that the signer and the company submitting this bid will immediately comply with any further certifications or information submissions requested by the City in this regard.

**APPLICABLE LAW**

Any and all disputes arising under this contract to be negotiated hereunder or out of the bids herein shall be governed according to the laws of the State of Michigan. The Company agrees that the venue for any action to enforce provisions of the contract shall be in the County of Wayne, State of Michigan. In the performance of services, Company further agrees to comply with all applicable State, Federal, and local statutes, ordinances, and regulations, and obtain any and all permits applicable to the performance of such service

**WAIVER OF GOVERNMENTAL IMMUNITY**

Nothing in any of the Contract Documents shall be construed as an admission of liability or a waiver of any governmental immunity to which the City of Romulus may be entitled. The City expressly reserves any and all such immunity. There are no third-party beneficiaries to this contract.

**FOIA REQUIREMENTS**

Any proprietary or confidential material (financial statements, etc.) that was submitted by a proposal and is clearly marked as such will be returned upon request. Marking the entire proposal as confidential will not be accepted or honored. Remaining non-confidential material in the proposal, including proposed costs and compensation, will be maintained for the official files and will be subject to the Freedom of Information Act, MCL 15.231 et. Seq. Proposals and supporting materials become the property of the City of Romulus and are subject to public disclosure after the deadline for submission in accordance with the law.

**PRICING**

The pricing offered by the successful Bidder herein shall remain firm for the initial three year period based upon the award date of the bid by City Council.

**INDEPENDENT CONTRACTOR**

The Company or any person performing any of the work or services described hereunder shall not under any circumstances be considered an officer, agent, servant or employee of the City.

**CHANGE ORDER**

No different or additional terms will become part of this contract with the exception of a change order. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, specifications or pricing stated herein. Any change requested of the City by the awarded Company shall be made in writing and at the discretion and approval of the City of Romulus. No change will be binding unless signed by an authorized representative of the City of Romulus and the Company and approved by City Council if necessary.

**EARLY TERMINATION**

The City of Romulus reserves the right to cancel the contract at any time during the term of the contract with a 30 day written notice of Cancellation presented to the address of notification as sited in the Contract documents. No fees for early termination of the contract will be paid by the City to the Company.

**TERMINATION FOR DEFAULT**

The City of Romulus reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the City of Romulus in the event of breach or default of this contract. The City of Romulus reserves the right to terminate the contract immediately in the event the Contractor fails to perform to the terms of specifications or fails to comply with the terms of this contract. Breach of contract or default authorizes the City of Romulus to award to another Bidder, purchase elsewhere and charge the full increase in cost and handling to the defaulting party.

**SALE, ASSIGNMENT OR TRANSFER OF CONTRACT**

The Contractor shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of the City of Romulus.

**CONTRACT EXTENSIONS**

**All contract terms are subject to extension and/or renewal, upon mutual written agreement of the parties. The contract may be extended for not more than two one-year extensions.**

# ITB 25/26-15 THREE YEAR PRICING POLICE DEPARTMENT CLASS A & B UNIFORMS SPECIFICATIONS

The City of Romulus Police Department is seeking bids from qualified companies for three-year fixed pricing for the Class A and Class B uniforms used by the department. When applicable, items bid shall perform at or beyond all minimum levels regarding safety & protection, wear ability, maintenance, appearance, life expectancy, and all other areas as required by the Michigan Occupational Safety and Health Act (MIOSHA) most recent standard and Occupational Safety and Health Act (OSHA) Standard currently in effect.

Pricing shall be for all sizes unless stated otherwise. All pricing shall be fixed for the duration of the contract and no other changes will be paid by the City except for those stipulated by the company in Attachment VI – Exceptions to Specifications. The City reserves the right to split the award of the bid to multiple vendors. Quantities provided in the solicitation documents are estimates only and are no guarantee of the quantities to be eventually purchased by the City. Pricing shall include all costs for all incidentals including but not limited to:

- Initial on site sizing of the department's officers
- Any hemming
- Application of all required patches
- All shipping/delivery and handling costs to deliver the initial order to the City of Romulus Police Department.

Company shall deliver to the department the initial order within 14 calendars of the receipt of the City's purchase order. Following the initial purchase for the outfitting of approximately 33-35 full time police officers, all additional purchases will be made on an as needed basis. Company shall not fill any orders requested by the department for uniforms for newly hired officers without first obtaining a purchase order issued in the amount of the purchase. Newly hired officers will be required to visit the company for uniform sizing. **IMPORTANT:** *The City shall include \$200 in the purchase order for uniform purchases for new hired officers. However the City will only reimburse the awarded Company the cost of the boots purchased by the officer, up to \$200 dollars. The Company must provide a detailed receipt (signed by the officer verifying receipt of merchandise) to the City along with their invoice to the City for the purchase. Company must indicate on the Bid Pricing Sheet how the Company will charge for the boots (i.e. % off Manufacturer's List Price, % over cost, etc.). This pricing method shall also be extended to properly identified Romulus Police Officers making a purchase of boots personally.*

## FITTINGS & SIZES

To insure the proper sizes needed for the initial uniform order and to assist the officers with obtaining proper size and fit, the awarded company shall schedule with the Department's representative, times agreeable to the Department on four separate dates and or times to size the current officers. Two of the times may need to be scheduled during non-business hours to accommodate officers working non-business-hour shifts. Uniforms bid must be available in both male and female sizing.

## INITIAL ORDER

The City of Romulus shall issue a purchase order to the awarded vendor for the initial purchase under the bid pricing.

## COMPANY QUALIFICATIONS

To be considered for the award of the contract, company must:

- Specialize in this type of product/service and have performed the services listed herein previously for other police departments
- Maintain a brick and mortar location or store front within 50 miles (Driving distance indicated on Google Maps) of the City of Romulus Police Department located at 11165 Olive Street, Romulus Michigan
- Provide seamstress for on sight hemming and application of City of Romulus provided department uniform patches
- Agree to extend all bid prices for the purchase of additional uniforms to City of Romulus Police Officers
  - Officers must present both City of Romulus Police Badge and picture ID to purchase any of the items bid
- Provide free delivery to the department for out of stock items needed by officers making purchases at the store or for the purchase of uniforms for new officers
  - Out of Stock Items should be shipped within 14 calendar days
- Maintain reasonable inventory of bid items for walk in purchases and additional purchases required by the Department for newly hired officers

All questions regarding this ITB shall be directed to City of Romulus', Purchasing Department, in writing via email. All questions should be emailed to [Purchasing@romulusgov.com](mailto:Purchasing@romulusgov.com). Other than requests for information submitted to Christina Parker, all bidders shall refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may participate in the selection process, including the City Mayor, Department Heads or any other individual consultant or evaluation panel. This is intended to create a level playing field for all potential bidders, assure that decisions are made in public and protect the integrity of the solicitation process.

**\*\*Any Company bidding an alternate product when allowed on the bid pricing sheet must indicate this where allowed. Any and all Manufacturer's specification literature must accompany the bid. Company must agree to provide samples of proposed alternate products if request by the City's Purchasing Department following the opening of bids received.**

**BID PRICING SHEET ITB 25/26-15 Three Year Pricing Police Department Class A & B Uniforms Page 1 of 6**

QTY /UM	DESCRIPTION "Class A Uniform"	BRAND	MODEL #	COLOR	Male / Female	SIZE	ALTERNATE EXCEPTED	ADDITIONAL	PRICING CONTRACT YEAR 1	PRICING CONTRACT YEAR 2	PRICING CONTRACT YEAR 3	OPTIONAL % INCREASE OVER YEAR 1 FOR EACH OF YEARS 2 & 3	Alternate Bid Indicate YES or NO	Alternate Brand	MODEL #
1 EA	Class "A" Duty Pants (Poly Blend)	Elbeco	Dutymaxx #E254RND & #E9254LCD	Navy Blue	M&F	S - 5X, Reg & Tall	Yes	Must Include cost for Hemming	\$	\$	\$	%			
1 EA	Class "A" Duty Shirt Long Sleeve (Poly Blend)	Elbeco	Dutymaxx #584D & #9584LCD	Navy Blue	M&F	S - 5X, Reg & Tall	Yes	Must Include Cost for installation of provided patches	\$	\$	\$	%			
1 EA	Class "A" Duty Shirt Short Sleeve (Poly Blend)	Elbeco	Dutymaxx #5584D & #9784LCD	Navy Blue	M&F	S - 5X, Reg & Tall	Yes	Including Cost for installation of provided patches	\$	\$	\$	%			
1 EA	Garrison Hat with three post openings for hat badge	Keystone	#278	Navy Blue w/ Black Strap	M&F	All Sizes	Yes	N/A	\$	\$	\$	%			
1 EA	Garrison Hat Cover Reversible	Blauer	Model #107	Black / Hi Vis Yellow	N/A	One Size Fit All	Yes	N/A	\$	\$	\$	%			
1 EA	Clip on Tie	Samuel Broome	#4505461	Navy Blue	N/A	All	Yes	N/A	\$	\$	\$	%			
1 EA	Tie Bar (Police w/ State of Michigan Seal)	Premier	#P97-21S-MI	Polished Silver	N/A	N/A	Yes	N/A	\$	\$	\$	%			
1 PR	Boots (Officer Choice)	N/A	N/A	Black	M&F	N/A	N/A	Romulus pays up to \$200.00 USD. Value towards boots.	\$	\$	\$	%			
1 EA	Winter Jacket w/liner	Blauer	Model #9810Z preferred	Navy Blue	M&F	S - 5X, Reg & Tall	Yes	Including Cost for installation of provided patch	\$	\$	\$	%			
2 EA	Winter Hat Skull Cap	Blauer	Model #160 preferred	Navy Blue		Regular + Oversize	Yes	Including Cost for installation of provided patches	\$	\$	\$	%			

**BID PRICING SHEET ITB 25/26-15 Three Year Pricing Police Department Class A & B Uniforms Page 2 of 6**

QTY /UM	Descript. "Class A Uniform"	BRAND	MODEL #	COLOR	Male / Female	SIZE	ALTERNAT E EXCEPTED	ADDITIONAL	PRICING YEAR 1	PRICING YEAR 2	PRICING YEAR 3	OPTIONAL % INCREASE OVER YEAR 1 FOR EACH OF YEARS 2 & 3	Alternate Bid Indicate YES or NO	Alternate Brand	MODEL #
1 PR	<b>Leather Winter Gloves</b>	Hatch	#RSK300	Black	M&F	All	Yes	N/A	\$	\$	\$	%			
2 EA	<b>Baseball Hat Stretch Fitted Cap</b>	Blauer	#182	Dark Navy	M&F	S- Overs ized	Yes	Must Include Cost for installation of provided patch	\$	\$	\$	%			
1 EA	<b>Reflective Traffic Vest</b>	Blauer	#343R-P	Hi Vis Yellow		All	Yes	N/A	\$	\$	\$	%			
1 EA	<b>Reversible Rain Coat 48" long</b>	Blauer	#26990	Black/Hi Vis Yellow	M&F	S - 5X, Reg & Tall	Yes	N/A	\$	\$	\$	%			
1 EA	<b>Metal Name Plate with two fused posts</b>	Reeves	Model #500	Polished Silver w/black box lettering	N/A	2 1/2" x 1/2"	Yes	First initial plus last name	\$	\$	\$	%			
1 EA	<b>Whistle Snake Chain</b>	Premier	#P4911	Silver	N/A	N/A	Yes	N/A	\$	\$	\$	%			
1 EA	<b>Metal Whistle</b>	Premier	#P4917	Silver	N/A	N/A	Yes	N/A	\$	\$	\$	%			
1 PR	<b>R.P.D. Collar Brass Insignia</b>	Premier	#1/2S-R.P.D.	Polished Silver	N/A	1 3/8" x 1/2"	Yes	N/A	\$	\$	\$	%			
1 EA	<b>Garrison Belt, Basket Weave</b>	Safariland preferred	Model 51	Black weave	N/A	26" - 60"	Yes	N/A	\$	\$	\$	%			
1 EA	<b>Sam Browne Duty Belt, Basket Weave, Chrome Buckle</b>	Safariland	Model 87 preferred	Black weave	N/A	26" - 60"	Yes	N/A	\$	\$	\$	%			
4 EA	<b>Single Belt keepers, Basket Weave</b>	Safariland	Safariland preferred	Black w/silver snaps	N/A	N/A	Yes	To fit Sam Brown Belt	\$	\$	\$	%			

**BID PRICING SHEET ITB 25/26-15 Three Year Pricing Police Department Class A & B Uniforms Page 3 of 6**

QTY /UM	Descript. "Class A Uniform"	BRAND	MODEL #	COLOR	Male / Female	SIZE	ALTERNAT E EXCEPTED	ADDITIONAL	PRICING YEAR 1	PRICING YEAR 2	PRICING YEAR 3	OPTIONAL % INCREASE OVER YEAR 1 FOR EACH OF YEARS 2 & 3	Alternate Bid Indicate YES or NO	Alternate Brand	MODEL #
1 EA	Alien Gear, Rapid Force Level III Holster for Glock (45 COA) – Compact light (TRL7 HL-X), Black, Basket Weave	Alien Gear, No substitute	Level 3 Duty Holster	Black, Basket Weave	LH/R T	LH/R T	No	N/A	\$	\$	\$	%			
1 EA	Double Covered Magazine Pouch, Basket Weave, for Glock 45 Magazines	Safariland	Safariland preferred	Black w/silver snaps	N/A	N/A	Yes	To fit Sam Brown Belt	\$	\$	\$	%			
1 EA	Single covered handcuff case, basket weave.	Safariland	Safariland preferred	Black w/silver snaps	N/A	N/A	Yes	To fit Sam Brown Belt	\$	\$	\$	%			
1 EA	Prep Radio Holder, Basket Weave	Safariland	Safariland preferred	Black	N/A	N/A	Yes	To fit Sam Brown Belt	\$	\$	\$	%			
1 EA	Baton Holder (ASP), Basket Weave	Safariland	Safariland preferred	Black	N/A	N/A	Yes	To fit Sam Brown Belt	\$	\$	\$	%			
1 PR	Chain Handcuffs	Peerless	#700C NKL	Nickel	N/A	Std.	Yes	Must be NIJC Certified.	\$	\$	\$	%			
1 EA	ASP Friction Loc Baton Black / Chrome w/foam grip.	ASP	Part #52611	Black Chrome	N/A	26"	No	N/A	\$	\$	\$	%			
1 EA	Taser 10 Black Holster Molle and Belt Attachment	BladeTech	BladeTech h Taser 10 Duty Holster	Black	N/A	N/A	Yes	N/A	\$	\$	\$	%			

**BID PRICING SHEET ITB 25/26-15 Three Year Pricing Police Department Class A & B Uniforms Page 4 of 6**

QTY /UM	Descript. "Class A Uniform"	BRAND	MODEL #	COLOR	Male / Female	SIZE	ALTERNATE EXCEPTED	ADDITIONAL	PRICING YEAR 1	PRICING YEAR 2	PRICING YEAR 3	OPTIONAL % INCREASE OVER YEAR 1 FOR EACH OF YEARS 2 & 3	Alternate Bid Indicate YES or NO	Alternate Brand	MODEL #
1 EA	Havok Holster OC Spray Holster 1.5oz., molle mount	Havok Holster w/ molle mount	Havok Holster	Black	N/A	N/A	Yes	N/A	\$	\$	\$	%			
1 EA	ASP Clip Handcuff Key	ASP	ASP	Black	N/A	N/A	Yes	N/A	\$	\$	\$	%			
1 EA	Tourniquet One Hand combat application	North American Rescue CAT Tourniquet, GEN 7	Mfg #30-0023 ORG	Black	N/A	Std.	Yes	N/A	\$	\$	\$	%			
1 EA	Tourniquet Holder	Eleven 10 C-A-T Gen 7 Rigid Tourniquet Case, Molle Attachment		Black	N/A	Std.	Yes	N/A	\$	\$	\$	%			
1 EA	Shooting Ear Muffs	Howard Leight Leightning Muff hearing protection.	Mfg #1010924	N/A	N/A	Std.	Yes	Noise Reduction Rating 31	\$	\$	\$	%			
1 EA	Shooting Safety Glasses	Howard Leight UVEX XC Glasses, Clear Lens	Mfg #S3300X	N/A	N/A	Std.	Yes	Must meet ANSI Z87 and CSA standard. Also, meet Military velocity impact standard MIL-STD-622.	\$	\$	\$	%			

**BID PRICING SHEET ITB 25/26-15 Three Year Pricing Police Department Class A & B Uniforms Page 5 of 6**

QTY / UM	APPROX. INITIAL ORDER QTY	DESCRIPTION "CLASS B UNIFORM"	BRAND	MODEL #	COLOR	Male / Female	SIZE	ALTERNATE EXCEPTED	ADDITIONAL	PRICING YEAR 1	PRICING CYEAR 2	PRICING YEAR 3	OPTIONAL % INCREASE OVER YEAR 1 FOR EACH OF YEARS 2 & 3	Alternate Bid Indicate YES or NO	Alternate Brand	MODEL #
1 EA	30-40	Armor Express Razor Level II Ballistic Armor Panels w/2 Revolution Carriers w/ Dual (5x8 & 7/10 Palte Pockets front & back of carriers and 5x8 Ara-Shock FE ICW Plate MIDEAL Program Price Traverse Carrier with full Molle & Integrated chest pockets. Armor Express ID Tag Set for Traverse Carrier (1) R. Front, (1) L. Front & (1) Back-LAPD Navy Background. Armor Express Surge Level iii ICW Multi-Curve Special Threats Plate-Full cut.	Armor Express	No Substitutes or 3 <sup>rd</sup> Party Outsourcing	LAPD Navy	M&F	Custom	No	Layout and lettering color TBD at time or order.	\$	\$	\$	%			
1 EA	30-40	Nylon, molle compatible double pistol covered magazine pouch.	5.11 or Condor	5.11 or Condor preferred	Black	N/A	N/A	Yes	Molle Compatible	\$	\$	\$	%			
1 EA	30-40	Nylon, molle compatible covered handcuff case, double preferred.	5.11 or Condor	5.11 or Condor preferred	Black	N/A	N/A	Yes	Molle Compatible	\$	\$	\$	%			
1 EA	30-40	Nylon, molle compatible prep radio holder	5.11 or Condor	5.11 or Condor preferred	Black	N/A	N/A	Yes	Molle Compatible	\$	\$	\$	%			
2 PR	60-80	Blauer BDU Tactical Pant Ripstop Fabric	Blauer	Part #8836	Dark Navy	M&F	28 - 46 and 00 - 26	No	To Include Hemming	\$	\$	\$	%			
2 EA	60-80	Blauer Short Sleeve BDU Armorskin Base Shirt	Blauer	Part #8782	Dark Navy	M&F	XS-4XL	No	Must Include installation of provided patches.	\$	\$	\$	%			
2 EA	60-80	Blauer Long Sleeve BDU Armorskin Base Shirt	Blauer	Part #8781	Dark Navy	M&F	XS-4XL	No	Must Include installation of provided patches.	\$	\$	\$	%			
2 PR	60-80	Blauer BDU Tactical Pant, Ripstop Stretch	Blauer	Part #8666	Dark Navy	M&F	XS-4XL	No	To Include Hemming	\$	\$	\$	%			
2 EA	60-80	Blauer Short Sleeve BDU Armorskin Base Shirt, Stretch	Blauer	Part #8362	Dark Navy	M&F	XS-4XL	No	Must Include installation of provided patches.	\$	\$	\$	%			
2 EA	60-80	Blauer Long Sleeve BDU Armorskin Base Shirt, Stretch	Blauer	Part #8361	Dark Navy	M&F	XS-4XL	No	Must Include installation of provided patches.	\$	\$	\$	%			

**BID PRICING SHEET ITB 25/26-15 Three Year Pricing Police Department Class A & B Uniforms Page 6 of 6**

Indicate the method that shall be used to determine the cost of the boots purchased by City of Romulus, newly hired officers and properly identified Romulus Police Officers purchasing boots personally (i.e. % off Manufacturer's List Price, % over cost, etc.) a:

**NOTE: U.S. FUNDS: All prices quoted are to be in U.S. Currency. Failure to complete all area of the above form could result in the bid being deemed unresponsive and eliminated from award.**

\*Indicate Exceptions or Variations from Bid specifications and or terms and conditions:  
Bidders are to comply with all requirements of this solicitation, otherwise the bid may be deemed nonresponsive. Exceptions may be considered if they are presented with the bid and if the City determines that the exception does not materially alter the intent of this solicitation or that it exceeds the requirements of this solicitation. (CHECK ONE)

- No Exceptions Taken
- Exceptions Taken – *Please note in the space provide below any and all exceptions taken to the specifications.*
  
- Additional space is required "See Attachment IV – Exceptions to Specifications" and place the attachment directly behind the Bid Pricing Sheets.*

Payment Terms:

**EXTENSION OF BID PRICING TO PARTICIPATING MITN (Michigan Intergovernmental Trade Network) MEMBERS-PIGGYBACK OPTION**

The City of Romulus is asking all responding vendors to indicate their willingness to extend the guaranteed pricing, to other interested members of the MITN Group (Michigan Intergovernmental Trade Network). While this clause in no way commits any MITN member to purchase from Romulus' awarded vendor, nor does it guarantee any additional orders will result, it does allow MITN Members, at their discretion, to **piggyback** on Romulus' competitive process (provided said process satisfies their own procurement guidelines) and purchase directly from the awarded company. All purchases made by other MITN Members shall be understood to be transactions between that MITN member and the awarded vendor; the City of Romulus shall not be responsible for any such purchases. Please check one of the following:

- Yes, by our Company is agreeable to extending the pricing submitted herein to other MITN members
- No, pricing shall be guaranteed only for the City of Romulus Police Department

By signing below, the individual signing on behalf of the Company represents and agrees that he is authorized by the company to submit pricing on their behalf and that the undersigned has sufficient skill and experience to determine the guaranteed contract pricing for the items herein specified for the term of the award.

Name:	
Title:	
Signature:	
Company:	
Address:	
City/State/Zip:	
Phone Number:	
Fax Number:	
Email Address:	

**\*PLEASE PRINT OR TYPE ENTRIES!!!**

**ITB25/26-15 Three Year Pricing Police Department Class A & B Uniforms**  
**BID CERTIFICATION, STATEMENT OF NON-COLLUSION AND CONFLICT OF INTEREST**

**THE BIDDER HEREBY CERTIFIES THAT:**

- (1) The Company responding to this Invitation to bid, hereinafter called the "Bidder or Contractor", declares that he/she has carefully read and understands the Invitation to Bid documents, has full knowledge of the scope, nature, quantity and quality of work to be performed and will provide the equipment or service, as described herein for the price set forth in this bid.
- (2) Any changes to the specifications and its impact on the final cost will be discussed and mutually agreed upon before the delivery of the services. Unless specified to the contrary, by the submission of a response to this Invitation to Bid, it will be interpreted as agreement to all provisions and requirements of this document and addendums thereto.
- (3) The Bidder understands that it is the intention of the City to award the bid to the Bidder or Bidders determined in the sole discretion of the City as being the lowest qualified Bidder or Bidders, having regard for fitness and capacity to furnish the quality of materials and workmanship which will best meet the requirement of the City, provided however, that the right to reject any or all bids is expressly reserved by the City. The City may exercise its right at its sole discretion to weight bids based on factors deemed, in the City's sole discretion, to be in the City's best interests.
- (4) The Bidder affirms that he/she is duly authorized to execute this bid, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other proposer and that the contents of this bid as to prices, terms or conditions have not been communicated by the undersigned, nor by any employee or agent, to any competitor, and will not be, prior to the award and the bidder has full authority to execute any resulting contract awarded as the result of, or on the basis of the bid.
- (5) The prices quoted herein constitute the gross total cost to the City of Romulus for all units or work involved in the respective items, and that these costs includes all taxes, insurances, royalties, transportation charges, use of all tools and equipment, supervision, bond and overhead expense, all profits, and all other work, services and conditions necessarily involved in the work done and materials furnished, in accordance with the requirements of the contract documents considered severally and collectively. It is understood that all proposed prices shall remain in effect for at least ninety (90) days from the date of the bid opening to allow for the award and that, if chosen the successful vendor, the prices will remain firm for one (1) year.
- (6) *Unit prices contained in the Bid are neither directly or indirectly the result of any agreement with anyone, and that the Bidder has not by himself or through others had any secret understanding with anyone with respect to any provisions contained in this Invitation to Bid.*
- (7) The bidder represents that it has *not*:
  - a. Provided an illegal gift or payoff to a city officer or employee or former city officer or employee, or his or her relative or business entity
  - b. Retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business
- (8) By submission of a response, the Proposer agrees that at the time of submittal, he/she:
  - a. Has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Bidder's services, or
  - b. Will not benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the City of Romulus.
- (9) Proposers shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that the City, at its discretion may reject their bid.
- (10) NO CONTACT HAS BEEN MADE WITH ANY CITY EMPLOYEE, FOR THE PURPOSE OF EXPLANATION OF ANY OF THE BID DOCUMENTS, WITH THE EXCEPTION OF CHRISTINA PARKER, CITY PURCHASING DIRECTOR.

Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Name of Company Representative: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Company Address \_\_\_\_\_

**ITB 25/26-15 Three Year Pricing Police Department Class A & B Uniforms  
ATTACHMENT I - COMPANY'S GENERAL QUESTIONNAIRE and REFERENCES**

Failure to complete this form may result in your Bid being deemed nonresponsive and rejected without any further evaluation.

NAME OF COMPANY: \_\_\_\_\_

PRINCIPAL OFFICE ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

DUNS# AND/OR CCR (if applicable) # \_\_\_\_\_

**FORM OF OWNERSHIP (Check One)**

Corporation     LLC     Joint Venture

State of Incorporation/Registration \_\_\_\_\_

Date of Incorporation/Registration \_\_\_\_\_

Partnership    If Partnership, select one of the following:     Limited                      or                       General

Individual

INDICATE # YEARS IN OPERATION :
HAS YOUR COMPANY OPERATED UNDER ANY DIFFERENT NAMES IN THE PAST FIVE (5) YEARS?  YES / NO (CIRCLE ONE)  IF YES, PLEASE IDENTIFY THE NAME(S) UNDER WHICH YOUR COMPANY PREVIOUSLY OPERATED:
<b>FINANCIAL DISCLOSURE/CONFLICTS OF INTEREST:</b> Identify any contract(s), including any contract involving a personal, familial, employment or consulting relationship, which the firm, or its partners, principals, corporate officers or owners currently has with the City of Romulus, or with any of its council members or officers.
<b>OTHER SERVICES NOW AVAILABLE:</b>
The Contractor shall describe here or in <b>ATTACHMENT IV CONTRACTOR'S STATEMENTS OF QUALIFICATIONS</b> the experience that qualifies it to undertake the responsibilities of the contract. Statement should include but not be limited to the number of years the firm has been in operation, the number of years that it has been performing similar services, other services that are currently provided, number of employees, and their skills and experience. Please also, provide any other information about your facilities, or your operation that you feel pertinent to the consideration of your bid. <b>(Mark below "See Attachment IV - Contractor's Statement of Qualifications" if providing information in the Attachment)</b>

**ATTACHMENT I –Cont’d**

**BUSINESS REFERENCES**

Provide at least three (3) businesses, and/or municipalities that you have contracted with during the past 5 years for this type of work. Indicate the year/s of work performed, contact person and phone #. The Contractor hereby requests the City contact these references and consents to the disclosure of any information to the City that the City may reasonably request in the evaluation of the Companies.

COMPANY OR MUNICIPALITY	YEAR work performed	CONTACT PERSON	PHONE #	EMAIL ADDRESS

I hereby certify that the foregoing business information is true, correct and complete to the best of (my/our) knowledge and belief:

\_\_\_\_\_

(Name of Company)

By \_\_\_\_\_

(Signature) (Date) (Title)

By \_\_\_\_\_

NAME

**Failure to complete this form shall result in your Bid being deemed nonresponsive and rejected without any further evaluation.**

To be completed and included with bid if currently not a vendor of the City.



## VENDOR INFORMATION REQUEST FORM

COMPANY NAME (PLEASE PRINT):			
NAME TO APPEAR ON CHECKS:			
REMITTANCE ADDRESS:			
PO BOX OR SUITE NUMBER:			
CITY:		STATE:	
ZIP CODE:		COMPANY PHONE NUMBER:	
FAX NUMBER:		COMPANY WEBSITE:	
CITY DEPARTMENT THAT WILL BE USING YOUR COMPANY:			
ACCOUNTS RECEIVABLE CONTACT PERSON:			
ACCOUNTS RECEIVABLE EMAIL ADDRESS:			
ACCOUNTS RECEIVABLE PHONE NUMBER:			
CHECK APPROPRIATE BOX: <input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other			
IF OTHER PLEASE EXPLAIN:			
TAX ID#			
DO YOU WANT TO RECEIVE A 1099 FROM THE CITY?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
VENDOR SALES INFORMATION			
SALESPERSON:			
CONTACT PHONE #:			
SALES EMAIL ADDRESS:			
EMAIL ADDRESS FOR PURCHASE ORDERS (IF DIFFERENT FROM ABOVE):			
CITY:		STATE:	ZIP CODE:
<p>PLEASE NOTE THAT THE CITY OF ROMULUS IS A MUNICIPAL GOVERNMENT AGENCY AND IS THEREBY TAX EXEMPT            CITY OF ROMULUS TAX I.D. #: 38-6006334</p> <p>PLEASE COMPLETE AND EMAIL YOUR COMPLETED FORM ALONG WITH A COMPLETED AND SIGNED "W9" TO THE CITY OF ROMULUS, PURCHASING DEPARTMENT: <a href="mailto:Purchasing@romulusgov.com">Purchasing@romulusgov.com</a></p> <p style="color: red; text-align: center;"><b>DO NOT UNDER ANY CIRCUMSTANCES FILL ANY REQUESTS FOR SERVICES OR MERCHANDISE UNTIL THE CITY HAS ISSUED A PURCHASE ORDER TO YOUR COMPANY</b></p> <p>Direct all questions to: City of Romulus Purchasing Department <a href="mailto:Purchasing@romulusgov.com">Purchasing@romulusgov.com</a> or 734-955-4568</p>			
TO BE COMPLETED BY CITY OF ROMULUS ONLY			
<input type="checkbox"/> Add Vendor		<input type="checkbox"/> Change/Update Vendor	
PURCHASING APPROVAL:			
Date:			
Vendor Number:		Entered By:	

01/07/2026

**BID MAILING/ADDRESS LABEL**

Please cut below dotted line and affix to mailing envelope or package.

.....

**DO NOT OPEN  
BID DOCUMENTS ENCLOSED**

**FROM:**  
**Company Name:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ITB 25/26-15 Three Year Pricing Police Department Class A & B Uniforms**  
**Deadline for submission:**  
**2:00PM local time, 2/17/2026**

**Deliver To: City of Romulus Office of the Clerk**  
**Attn: Ellen Craig Bragg, City Clerk**  
**11111 Wayne Road**  
**Romulus, MI 48174**

**STATEMENT OF NO BID**  
CITY OF ROMULUS

BID NUMBER: 25/26-15  
TITLE: Three Year Pricing Police Department Class A & B Uniforms

**Please Send To:**

City of Romulus  
**Christina Parker**, Purchasing Director  
11111 Wayne Road  
Romulus, MI 48174

We, the undersigned, have declined to bid on the subject bid for the following reasons:

Check All That Apply	<i>REASON</i>
<input type="checkbox"/>	Our company does not handle the type of product / service
<input type="checkbox"/>	We cannot meet the specifications nor provide an approved alternate – please explain below
<input type="checkbox"/>	Our company is not interested in bidding at this time
<input type="checkbox"/>	Job is too small
<input type="checkbox"/>	Job is too large
<input type="checkbox"/>	Cannot be competitive
<input type="checkbox"/>	Liability Issues such as insurance, bonding, indemnification, hold harmless
<input type="checkbox"/>	Insufficient time to respond – please explain below
<input type="checkbox"/>	Our company's schedule would not permit performance of the specifications
<input type="checkbox"/>	Other – describe below

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMPANY INFORMATION:**

*Name:	
*Title:	
Signature of Authorized REP:	
*Company:	
*Address:	
*City/State/Zip:	
*Phone Number:	
*Fax Number:	
*Email Address:	

**IMPORTANT NOTE:** To qualify as a respondent to the bid, the vendor must submit a bid or return this completed form.