



Hillsborough County Department of Corrections

445 Willow Street
Manchester, New Hampshire 03103
(603)627-5620 Fax: (603)627-5619 E-Mail: joseph.costanzo@hcnh.gov

COMMISSIONERS

TONI PAPPAS, Chairman
ROBERT ROWE, Vice Chair
MICHAEL SOUCY, Clerk

COUNTY ADMINISTRATOR

CHAD MONIER
SUPERINTENDENT
JOSEPH V. COSTANZO

INVITATION TO BID

Project: The Hillsborough County Department of Corrections is soliciting quotations from responsible bidders to provide services for Supervisor/Correctional Officer Dress Uniforms.

RFP#: Supervisor/Correctional Officer Dress Uniforms

Location of Project: 445 Willow Street Manchester, NH 03103

Bid Issue Date: Monday, March 30, 2026

Response Due Date: Thursday, April 9, 2026, 3:00 PM

Submission Instructions: Sealed proposals submitted in duplicate, clearly marked as “Request for Proposals – Supervisor/Correctional Officer Dress Uniforms” must be received at Hillsborough County DOC, 445 Willow Street, Manchester NH, 03103 no later than **3:00 PM on Thursday, April 9, 2026**. Please allow ample time for receipt of the proposals. Responses received after this date and time will not be accepted or recognized. Postmarks do not determine actual receipt. Fax transmissions and email submissions will not be accepted. Bid proposals will be open publicly at that time and place. Bids should be directed to:

**Office of the Superintendent
Hillsborough County Department of Corrections
Attn: Joseph V. Costanzo
445 Willow Street
Manchester, NH 03103**

All proposals for this project are subject to the provisions of all applicable federal, state and local general laws. The Hillsborough County Board of Commissioners reserves the right to accept or reject any and all bidders and proposals and to waive or disregard minor irregularities, informalities, or deficiencies. The Hillsborough County Board of Commissioners reserves the right to amend this Request for Proposals at any time prior to the receipt of bids. The Hillsborough County Board of Commissioners further reserves the right to cancel this Request for Proposals, in whole or in part, at any time. The Hillsborough County Board of Commissioners shall be the sole determining factor as to what constitutes an acceptable bid.

The bid award shall be subject to annual funding appropriations.

In addition, the bidder recognizes the right of the County to accept alternates in any order or combination and to determine the lowest proposal on the basis of the sum of the base bid and the alternates accepted. It is the intent of the County to conform to NH RSA 28:8-e to award a contract to the lowest responsible bidder, provided the proposal has been submitted in accordance with the requirements of the Bidding Documents, is judged to be reasonable, and does not exceed the funds available.

Any questions regarding interpretations of this RFP shall be in writing or by email and directed to rose.marte@hcnh.gov and open to public review. Responses will also be in writing and open to public review. No telephone inquiries will be accepted. Only those inquiries and those responses made in writing will be binding.

Failure of any Bidder to receive any addenda shall not relieve such Bidder from any obligation under the proposal as submitted. All addenda issued shall become part of these specifications. It is presumed that all Bidders will have read and are thoroughly familiar with these specifications and addenda. The failure or omission of any Bidder to examine any form, instrument, or document shall in no way relieve the Bidder from any obligation with respect to the bid. Complete sets of the proposal documents shall be used in preparing the proposal. The County does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of proposal documents.

The Hillsborough County Board of Commissioners reserves the right to accept or reject all Proposals and to waive or disregard minor irregularities, informalities, or deficiencies. The Hillsborough County Board of Commissioners reserves the right to amend this Request for Proposal at any time prior to the receipt of Proposal. The Hillsborough County Board of Commissioners further reserves the right to cancel this Request for Proposal, in whole or in part, at any time. The Hillsborough County Board of Commissioners shall be the sole determining factor as to what constitutes an acceptable bid. The bid award shall be subject to annual funding appropriations.

This Request for Proposals is presented in accordance with New Hampshire RSA 28:8-e. The bid will be awarded consistent with said statute.

Joseph V. Costanzo

**Hillsborough County
Department of Corrections**

The Hillsborough County Department of Corrections accepts no responsibility for the delay or lack of delivery of any proposal via the United States Postal Service, nor any private courier.

The Hillsborough County Board of Commissioners reserves the right to reject any proposal in whole or in part, to split a bid, to negotiate cost, or to rebid this request as they deem to be in the best interest of Hillsborough County.

Bidder is to hold pricing firm for a period of one hundred and eighty (180) days following the deadline for submission of Proposals or until the Effective Date of any resulting contract, whichever is later.

Any and all expenses incurred by the Bidder shall be the bidder's responsibility. Bids shall be all-inclusive. Hillsborough County will not honor requests for so-called reimbursable expenses.

It is understood and agreed that should any price reduction occur between the opening of the bidder's proposal and the delivery of any order or service, the benefit of such a reduction shall be extended to Hillsborough County.

The award of the bid is conditioned upon the availability of sufficient funding for this purpose appropriated by the Hillsborough County Delegation.

The Hillsborough County Department of Corrections reserves the right to cancel any contract awarded as a result of this proposal, without cause upon thirty (30) days written notice.



Hillsborough County Department of Corrections

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REQUEST FOR PROPOSAL

PROJECT SCHEDULE:

<u>Agenda</u>	<u>Responsibility</u>	<u>Deadlines</u>
Request for Proposal (RFP) issued	County	Monday, March 30, 2026
Submit Written Questions	Vendor	Thursday, April 2, 2026, 3:00 PM <i>(All questions <u>must</u> be directed to rose.marte@hcnh.gov in accordance with the RFP and this Project Schedule. Any questions submitted to any other individual and/or received after the specified date and time will not be considered.)</i>
Response to Questions, Addenda	County	Monday, April 6, 2026, 3:00 PM
Proposal to the County	Vendor	Thursday, April 9, 2026, 3:00 PM



Hillsborough County Department of Corrections

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Manchester, New Hampshire 03103
(603)627-5620 Fax: (603)627-5619 E-Mail: joseph.costanzo@hcnh.gov

PROPOSAL STRUCTURE AND TAB-SECTION SUBMISSION REQUIREMENTS:

(The bid must be submitted in the prescribed format only. Submissions that do not adhere to this format will be deemed non-responsive and will not be considered for evaluation. Each section of the proposal must be tabbed and organized as outlined below):

1. **TAB 1 – Responses to RFP Project Specifications:**
 - a. Bidders shall indicate their ability to comply with each Project Specification as outlined in this RFP by marking one of the following for each item:
 - i. “Will Meet or Exceed” or “Unable to Meet.”
 - b. Bidders must provide organized responses in the same order as presented in the RFP.
2. **TAB 2 – The Bidder must provide a Certificate of Insurance in accordance with Section 2 – Liability Insurance, Item #6 of this RFP.**
3. **TAB 3 – Contractual Compliance:** *(The County will not make adjustments or modifications to these contractual terms outlined herein).*
 - a. Bidder must agree to all contractual language as outlined by the County, including but not limited to:
 - i. **Indemnification**
 - ii. **Insurance Requirements**
 - iii. **Contractual Obligations**
 - iv. **Bidder Certificate of Good Faith**

Will Meet or Exceed _____ Unable to Meet _____

4. **TAB 4 – Attachment A – Cost Proposal Sheet:**
 - a. Bidders must complete and include the Cost Proposal Form as provided in **Attachment A**.
5. **TAB 5 – Attachment B – References**

TAB 1 – PROJECT SPECIFICATIONS:

* The Department is requesting the exact product as specified below, no substitutions.

Supervisor/Correctional Officer Dress Uniforms Specifications:

- 1. Bidder must maintain sufficient on-premises stock of each item Bid to meet normal replacement needs without delays.

Will Meet or Exceed _____ Unable to Meet _____

- 2. Delivery of all items shall be made within **4 to 8 weeks** from date of request and receipt of measurements.

Will Meet or Exceed _____ Unable to Meet _____

- 3. Bidder must facilitate completion of all orders and are cautioned to deliver within a specified time period. Delivery dates will be strictly enforced unless notice is given at the time of order as to the expected delay in providing it.

Will Meet or Exceed _____ Unable to Meet _____

- 4. Awards will be made only to established uniform suppliers that have supplied custom made Police type uniforms and related items to Governmental Agencies in the State of New Hampshire.

Will Meet or Exceed _____ Unable to Meet _____

- 5. Bidder must provide specific model and style numbers of manufacture garments when so requested shall be strictly adhered to. No unauthorized substitutions will be accepted.

Will Meet or Exceed _____ Unable to Meet _____

- 6. Bidder must maintain sufficient on-premises stock of each item Bid to meet normal replacement needs without delays.

Will Meet or Exceed _____ Unable to Meet _____

- 7. The bidder must provide at least five (5) references for similar projects completed within the past five (5) years (**see Attachment A**).

Will Meet or Exceed _____ Unable to Meet _____

- 8. The bidder must provide the following Dress Uniforms for Supervisor Staff:
 - a. Trousers, silver tan, with 1” dark brown stripe, 100% polyester with ¼ belt loops:
 - i. Horace Small #HS2144
 - ii. Horace Small (Women) #HS2476
 - b. Shirts, LONG sleeved, white in color, 100% polyester, with zipper and dark brown piping on epaulets and pocket flaps.
 - i. Horace Small #HS1149
 - ii. Horace Small (Women) #HS1190

- c. Shirts, SHORT sleeved, white in color, 100% polyester, with zipper and dark brown piping on epaulets and pocket flaps.
 - i. Horace Small #HS1249
 - ii. Horace Small (Women) #HS1292

Will Meet or Exceed _____ **Unable to Meet** _____

- 9. The bidder must provide the following Dress Uniforms for Officers Staff:
 - a. Trousers, dark brown, with no stripe, 100% polyester with 1 3/4" belt loops:
 - i. Horace Small #HS2147
 - ii. Horace Small (Women) #HS2479
 - b. Shirts, LONG sleeved, tan in color, 65% / 35%, with dark brown pocket flaps and epaulets.
 - i. Horace Small #HS1124
 - ii. Horace Small (Women) #HS1176
 - c. Shirts, SHORT sleeved, tan in color, 65% / 35%, with dark brown pocket flaps and epaulets.
 - i. Horace Small #HS1249
 - ii. Horace Small (Women) #HS1292

Will Meet or Exceed _____ **Unable to Meet** _____

- 10. The bidder must provide the following Duty Caps/Hats for Staff:
 - a. Round Polyester Cap
 - i. Midway Cap Co., #HW509 or similar style
 - b. 8 Point Polyester Duty Hat
 - i. Midway Cap Co., #HW508 or similar style

Will Meet or Exceed _____ **Unable to Meet** _____

2. INDEMNIFICATION

Bidder must agree to protect, defend, indemnify, and hold Hillsborough County harmless from any and all losses, claims, liens, demands, and causes of action of every kind and character including but not limited to, the amount of judgments, penalties, interests, court costs, legal fees, and all other expenses including claims, liens, debts, personal injuries including injuries sustained by employees of the County, death, or damages to property, including property of the County and without limitation by enumerations, all other claims demands of every character occurring or in any way incident to, in connection with or arising directly out of Bidder's negligence or willful misconduct. Bidder agrees to investigate, handle, respond to, provide defense for, and defend any such claims, demands, or suit at the sole expense of the Bidder.

3. TAB 2 – LIABILITY INSURANCE

Bidder agrees to maintain in full force and effect:

1. Comprehensive General Liability insurance on an occurrence form, including completed operations coverage, personal injury liability coverage, broad form property damage liability coverage, and contractual liability coverage insuring the agreements contained herein. The minimum limits of liability carried on such insurance should be \$1,000,000 each occurrence and where applicable, in the aggregate combined single limit for bodily injury and property damage liability; \$3,000,000 annual aggregate personal injury liability.
2. Automobile liability insurance for owned, non-owned, and hired vehicles with a minimum limit of liability of \$1,000,000 each accident, combined single limit for bodily injury and property damage.
3. Worker's Compensation insurance as required by law.
4. Professional liability and malpractice insurance with limits of not less than \$1,000,000 per individual occurrence and \$3,000,000 aggregate professional liability and malpractice insurance.
5. Any deductible on the above-described insurance policies shall be assumed by the Bidder.
6. Bidders shall furnish certificates of the above referenced insurance to the County.

4. CONTRACTUAL OBLIGATIONS

Hillsborough County reserves the right to review and reject any proposed contracts and amend to language as deemed in the best interest of the County prior to signing by the appointed representative of the Hillsborough County Commissioners. All contracts entered into by Hillsborough County are required to contain Non-Appropriation and Indemnification clause as outlined below:

Non-Appropriation:

Hillsborough County is obligated to pay only such contracts amounts that can lawfully be made from funds budgeted and appropriated for that purpose during Hillsborough County's then-current fiscal year, subject to annual approval by the Hillsborough County Delegation. Should Hillsborough County fail to budget, appropriate, or otherwise make available funds to make payments under this contract, such contract shall be deemed terminated at the end of the then-current term. Hillsborough County agrees to deliver prompt notification after any decision for non-appropriation, but failure to give such notice will not extend the term beyond such Original or Renewal Term.

Indemnification:

The Bidder agrees that, during the term of this agreement, it will carry professional liability insurance with limits of not less than \$1,000,000 per individual occurrence and \$3,000,000 aggregate professional liability. Bidder will submit current copies of certificates of insurance to the County. Bidder's current certificate of liability must be provided to the County to maintain on file through the duration of the Contract, as well as renewal certificates as needed.

The Bidder agrees to the fullest extent allowed by law, to protect, defend, indemnify and hold harmless the County, its elected officials, employees, agents, officers and servants ("Indemnified Parties") from and against any and all liabilities, losses, obligations, claims, liens, demands and causes of action of every kind and character, including but not limited to, attorney fees, the amounts of judgments, penalties, interest, court costs, legal fees and all other expenses incurred by the County arising in favor of any party (including injuries sustained by employees of the County) death, damage to property without limitation by enumeration, all other claims or demands of every character, occurring in any way incident to, in connection with , or arising directly or indirectly out of this Agreement. The Bidder agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands or suits at the Bidder's sole expense. The Bidder also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false or fraudulent. This provision is not intended to create any cause of action in favor of any third party against the Bidder or the County or to enlarge in any way the Bidder's liability but is intended solely to provide for indemnification of the County from liability for damages or injuries arising from this agreement.

In addition, and regardless of respective fault, Bidder shall defend, indemnify and hold harmless the Indemnified Parties for any costs, expenses and liabilities arising out of a claim, charge or determination that Bidder's officers, employees, contractor, subcontractor or agents are employees of the County, including but not limited to claims or charges for benefits, wages, feed, penalties, withholdings, damages or taxes brought in connection with laws governing workers compensation, unemployment compensation, social security, Medicare, state or federal taxation, and/or any other similar obligation associated with an unemployment relationship.

Bidder shall carry at a minimum Comprehensive General Liability Insurance with limits not less than \$1,000,000 per occurrence for bodily injury and \$500,000 per occurrence for property damage, and Motor Vehicle Liability Insurance with limits not less than \$500,000 per person and \$1,000,000 per occurrence for bodily injury and \$500,000 per occurrence for property damage. Bidder shall carry professional insurance and errors and omissions coverage in the amount of not less than \$1,000,000 per occurrence. Any deductible on the above-described insurance policies shall be assumed by the Bidder. Bidder shall list the County as an additional Insured. Copies of the Certificates of Insurance shall be forwarded the County on or before the

commencement of this agreement. Failure to provide said certificate of insurance shall result in this agreement being null and void.

Bidder shall defend and indemnify the County against all demands, claims, actions and proceedings at law or in equity seeking any relief, damages, remedies, penalties, costs or interest arising from or related to the Bidder's breach of this Agreement, violations of law or negligent provision of services under this Agreement. The indemnification obligation shall survive the term of the Agreement. Bidder shall provide the defense with qualified legal counsel acceptable to the County, and shall not settle any matters or concede any liability or responsibility on behalf of the County without the County's express written consent.

The County will not insure or indemnify the Bidder. The County is situated in New Hampshire and will not submit to application of foreign law or jurisdiction in forums outside New Hampshire. Limitations of County damages and remedies shall not establish a floor that is less than the required insurance limits. The County shall not waive its right to access courts in the State of New Hampshire, however, it may agree to good faith mediation as a precondition to litigation.

Bidder's obligation to defend, indemnify and hold harmless the County, its employees, agents, officers and servants shall survive the term of this agreement.

Applicable to Any Agreement Involving Software:

Bidder shall carry at a minimum Comprehensive General Liability and Cyber Liability coverage with minimum limits of \$1,000,000 per occurrence or incident and \$3,000,000 annual aggregate. Bidder shall carry workers compensation coverage to the extent required by applicable law. Bidder shall carry Motor Vehicle Liability Insurance with limits not less than \$500,000 per person and \$1,000,000 per occurrence for bodily injury and \$500,000 per occurrence for property damage. Bidder shall carry professional insurance and errors and omissions coverage in the amount of not less than \$1,000,000 per occurrence. Any deductible on the above-described insurance policies shall be assumed by the Bidder. Bidder shall list the County as an additional Insured. Copies of the Certificates of Insurance shall be forwarded the County on or before the commencement of this agreement. Failure to provide said certificate of insurance shall result in this agreement being null and void

Bidder shall defend and indemnify the County against all demands, claims, actions and proceedings at law or in equity seeking any relief, damages, remedies, penalties, costs or interest arising from or related to the Bidder's breach of this Agreement, violations of law or negligent provision of services under this Agreement. The indemnification obligation shall survive the term of the Agreement. Bidder shall provide the defense with qualified legal counsel acceptable to the County and shall not settle any matters or concede any liability or responsibility on behalf of the County without the County's express written consent.

Bidder agrees that all County data, equipment and systems are owned by the County and shall be freely and securely accessible by the County for all governmental purposes. In the event of a cyber security incident, breach or threat that may have resulted in, or potentially could in the future result in, the compromise of confidential County data or loss/damage to County data, systems or equipment, Bidder shall fully cooperate with the County in promptly identifying, reporting, investigating and mitigating the threat, as well as promptly providing necessary information as requested in support of the County securing cyber liability coverages and services. This includes, but is not limited to, immediately providing necessary system and data access to the County, investigating government agencies, the County's attorneys, the County's cyber risk insurer, and the insurer's attorneys, claim investigators and handlers, and remediation specialists.

To the extent the County's data is stored in, passes through or is accessible to Bidder's systems, servers, devices, applications, personnel or contractors, Bidder agrees that it shall utilize and require others to utilize legally compliant and commercially reasonable physical, technical, administrative and procedural safeguards to prevent the threat of data security breaches and other forms of unauthorized access to or

disclosure of County data. Bidder shall maintain effective information security policies, practices and procedures, and shall conduct professional vulnerability assessments at least annually.

The County will not insure or indemnify the Bidder. The County is situated in New Hampshire and will not submit to application of foreign law or jurisdiction in forums outside New Hampshire. Limitations of County damages and remedies shall not establish a floor that is less than the required insurance limits. The County shall not waive its right to access courts in the State of New Hampshire, however, it may agree to good faith mediation as a precondition to litigation.

5. MISCELLANEOUS CONDITIONS OF PROPOSAL:

- a) Except as required by applicable law, the Bidder agrees to retain as confidential all information relating to policies, procedures, and records of the County.
- b) Hillsborough County reserves the right to amend this RFP at any time prior to the time for receipt. Hillsborough County further reserves the right to cancel this RFP, in whole or in part, at any time whenever such act is deemed in the County's best interest.
- c) The Hillsborough County reserves the right, at its sole discretion, to retain other contractors to provide any of the services or deliverables identified in this RFP and make an award by item, part of portion of an item, group of items or total Proposal.
- d) The terms and conditions of all proposals are subject to review and approval by BOC's Legal Counsel. The BOC reserves the right to require amendments to the proposed contract language as may be required to meet statutory legal obligations.
- e) In submitting a proposal, the Bidder shall agree, and so state in its proposal that no person acting for or employed by the County has a direct or indirect financial interest in the proposal or in any portion of the profit's which may be derived therefrom.
- f) The successful Bidder must comply with applicable provisions of federal, state and local law including Equal Employment Opportunity Provisions, Affirmative Action regulations and all state and federal requirements both in its response hereto and in the provision of services.
- g) The terms and provisions of the RFP document and the Successful Bidder's submission in response thereto shall be incorporated in and become part of the contractual agreement. The agreement with the successful Bidder may be terminated at any time by either party, with or without cause, upon thirty (30) days prior written notice to the other party.
- h) The bidder to whom a contract is awarded guarantees to the County that all warranties of merchantability and fitness for a particular purpose as provided for in New Hampshire RSA 382-A:2-314 and RSA 382-A:2-315 shall remain in force and will not be disclaimed.
- i) The successful bidder shall provide a minimum of a two (2) year workmanship warranty at no additional cost for all work and material installations conducted under the Scope of Work and this contract, as well as a service plan for 2 years thereafter.
- j) All deliveries of commodities hereunder shall comply in every respect with all applicable laws of the Federal Government and/or the State of New Hampshire.
- k) The County may withhold acceptance of or reject any merchandise which is found, upon examination, not to meet the specification requirements. When rejected, it shall be removed by the Vendor within ten (10) days after notification of rejection.

- l) Failure to comply with these requirements could result in the cancellation of an order or contract.
- m) Each proposal shall include a statement indicating that the company has read and understood all conditions as outlined in the RFP.
- n) The Bidder may not transfer, assign, or otherwise subcontract his rights or obligations under this agreement without the prior written consent of the BOC.
- o) If the selected bidder is unable to fulfill the required contractual obligations, the contract will be awarded to the next qualified bidder.
- p) Wherever the masculine is used herein, it shall include the feminine and where applicable the singular shall include the plural.
- q) The Laws of the State of New Hampshire shall govern the agreement.
- r) Information submitted in response to this RFP is subject to public disclosure under the Right-to-Know law.
 - a) Confidential, commercial or financial information may be exempt from public disclosure under RSA 91-A:5, IV. If you believe any information submitted in response to this RFP should be kept confidential, you must specifically identify that information where it appears in your submission in a manner that draws attention to the designation. You must provide a letter to the person listed as the point of contact for this RFP identifying the specific page number and section of the information you consider to be confidential, commercial or financial and providing you're rational for each designation. Marking or designating an entire proposal, attachment or section as confidential shall neither be accepted nor honored by the County. The County is not obligated to comply with your designations regarding confidentiality and may conduct an independent analysis to assess the confidentiality of the information submitted in the proposal.
 - b) In most cases, the pricing and other information that relates to the RFP and contractual obligations in the proposal or any subsequently awarded contract shall be subject to public disclosure regardless of whether it is marked as confidential.

6. BIDDER CERTIFICATE OF GOOD FAITH

Each proposal submitted must include the following statement properly signed by a duly authorized representative of the Bidder. Said signature shall signify that the Bidder accepts all Hillsborough County general conditions, contract terms and conditions, all other requirements of the proposal, and that the Bidder's proposal complies with all applicable laws. Each copy of the proposal shall be signed by the person or person(s) legally authorized to bind the Bidder to a contract. A bid by a corporation shall further give the State of incorporation and have a corporate seal affixed.

The undersigned certifies under penalties of perjury that this submission has been made in good faith and without collusion or fraud with any other person. In submitting this bid the Bidder agrees that no person acting for or employed by the County, has a direct or indirect financial interest in the proposal or in any portion of the profits, which may be derived there from. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other Bidder, entity or group of individuals. The undersigned further certifies that he/she has executed this proposal in his/her individual capacity or, where indicated, as a representative of the Bidder duly authorized to bind the Bidder to the terms and conditions of this proposal.

TAB 3 – Contractual Compliance: *(The County will not make adjustments or modifications to these contractual terms outlined herein).*

- a. Bidder must agree to all contractual language as outlined by the County, including but not limited to:
 - i. **Indemnification**
 - ii. **Insurance Requirements**
 - iii. **Contractual Obligations**
 - iv. **Bidder Certificate of Good Faith**

Will Meet or Exceed _____ Unable to Meet _____

Bidder Information

Company Name: _____

Address: _____

City/State/Zip Code: _____

Telephone Number: _____

Authorized Representative (Print): _____

Authorized Representative (Sign): _____

TAB 4 – ATTACHMENT A: PRICING SHEET

SUPERVISOR UNIFORMS	CAN PROVIDE (INITIALS)	COST	CANNOT PROVIDE (INITIALS)
1. Trousers, silver, tan, with 1" dark brown stripe. 100% polyester with ¼ belt loops.			
a) Horace Small #HS2144	1a. _____	\$ _____	_____
b) Horace Small (Women) #HS2476	1b. _____	\$ _____	_____
2. Shirts, <u>LONG</u> sleeved, white, 100% polyester, with zipper, and dark brown piping on epaulets and pocket flaps. <i>Price to include changeover of Flaps and Straps with inserts.</i>			
a) Horace Small #HS1149	2a. _____	\$ _____	_____
b) Horace Small (Women) #HS1190	2b. _____	\$ _____	_____
3. Shirts, <u>SHORT</u> sleeved, white, 100% polyester, with zipper, and dark brown piping on epaulets and pocket flaps. <i>Price to include changeover of Flaps and Straps with inserts.</i>			
a) Horace Small #HS1249	3a. _____	\$ _____	_____
b) Horace Small (Women) #HS1292	3b. _____	\$ _____	_____

COMPLETE A LIST OF AT WHAT SIZE / PERCENTAGE FOR OVERSIZE FEES.

<u>TROUSERS</u>	<u>SHORT SLEEVED SHIRTS</u>	<u>LONG SLEEVED SHIRTS</u>
SIZE: _____ %	SIZE: _____ %	SIZE: _____ %
SIZE: _____ %	SIZE: _____ %	SIZE: _____ %
SIZE: _____ %	SIZE: _____ %	SIZE: _____ %

OFFICER UNIFORMS	CAN PROVIDE (INITIALS)	COST	CANNOT PROVIDE (INITIALS)
1. Trousers, dark brown, no stripe, 100% polyester with 1 3/4" belt loops.			
a) Horace Small #HS2147	1a. _____	\$ _____	_____
b) Horace Small (Women) #HS2479	1b. _____	\$ _____	_____
2. Shirts, <u>LONG</u> sleeved, tan, 65% / 35%, with dark brown pocket flaps and epaulets. <i>Price to include changeover of Flaps and Straps.</i>			
a) Horace Small #HS1124	2a. _____	\$ _____	_____
b) Horace Small (Women) #HS1176	2b. _____	\$ _____	_____
3. Shirts, <u>SHORT</u> sleeved, tan, 65% / 35%, with dark brown pocket flaps and epaulets. <i>Price to include changeover of Flaps and Straps with inserts.</i>			
a) Horace Small #HS1222			
b) Horace Small (Women) #HS1277	3a. _____	\$ _____	_____
	3b. _____	\$ _____	_____

COMPLETE A LIST OF AT WHAT SIZE / PERCENTAGE FOR OVSERIZE FEES.

<u>TROUSERS</u>	<u>SHORT SLEEVED SHIRTS</u>	<u>LONG SLEEVED SHIRTS</u>
SIZE: _____ %	SIZE: _____ %	SIZE: _____ %
SIZE: _____ %	SIZE: _____ %	SIZE: _____ %
SIZE: _____ %	SIZE: _____ %	SIZE: _____ %

DUTY CAPS		CAN PROVIDE (INITIALS)	COST	CANNOT PROVIDE (INITIALS)
1.	Round Polyester Cap			
	a) Midway Cap Co., #HW509 or similar style	1a. _____	\$ _____	_____
2.	8 Point Polyester Hat			
	a) Midway Cap Co., #HW508 or similar style	2a. _____	\$ _____	_____

COMPLETE A LIST OF AT WHAT SIZE / PERCENTAGE FOR OVERSIZE FEES.

ROUND DUTY CAPS

8 POINT DUTY HAT

SIZE: _____ % SIZE: _____ %
 SIZE: _____ % SIZE: _____ %

ATTACHMENT B –
REFERENCES

Provide at least five (5) references required for consideration.

Contact Name & Time	
Agency Name	
Phone Number	
Email Address	
Description & Date(s) of Supplies or Services Provided:	

Contact Name & Time	
Agency Name	
Phone Number	
Email Address	
Description & Date(s) of Supplies or Services Provided:	

Contact Name & Time	
Agency Name	
Phone Number	
Email Address	
Description & Date(s) of Supplies or Services Provided:	

Contact Name & Time	
Agency Name	
Phone Number	
Email Address	
Description & Date(s) of Supplies or Services Provided:	

Contact Name & Time	
Agency Name	
Phone Number	
Email Address	
Description & Date(s) of Supplies or Services Provided:	