

**California Department of Food and Agriculture  
Border Protection Stations Branch  
SCOPE OF WORK – BID SPECIFICATIONS**

**UNIFORM ITEMS, TACTICAL GRADE**

**CONTRACT SCOPE**

To provide uniform and related items which are required to be of tactical grade quality only, to the California Department of Food and Agriculture (CDFA) Pest Exclusion (PE) Branch employees (no substitutions allowed without prior consent). The cost will include uniform items, alterations, shipping and handling as well as any applicable sales tax. The Contractor will be expected to perform a certain degree of accounting activities related to the supply of these uniform items, such as invoicing. The bidding Contractors will need to submit all cost, these must include the uniform items, alterations, as well as shipping and handling for each uniform unit/item specified on Attachment B – Uniform Items List. Any substitution must be pre-approved as described in Section 4. Substitutions.

**GENERAL INFORMATION**

The PE Branch has approximately 290 CDFA employees throughout 16 field offices in California. The annual uniform allowance is \$650 for permanent employees and \$550 for seasonal employees. This cost includes uniforms, alterations, shipping and handling, as well as any applicable sales tax. Attachment D- Border Station Address List provides the addresses of the Border Protection Station offices. The number of employees at each location is subject to change due to operational needs. If a vendor cannot meet these preferences, it must be noted that CDFA has the right to award the solicitation to the vendor who best delivers on all criteria below.

This is a Term Purchase Order. The term will be effective the date the purchase order is dispatched and will span through June 30, 2027, or until funds have been expended.

**ADMINISTRATIVE REQUIREMENTS**

1. WORKMANSHIP

Uniform items provided to CDFA employees must be new.

Delivered uniforms shall be free from defects that will affect their appearance or serviceability. Examples of some of these defects are holes, cuts, tears, spots, stains, objectionable odors, twisting/puckering, thread ends not removed, or any other defects. Any changes and variations in materials or fabric during the contract period would need prior approval from the PE Branch, Border Stations Program.

2. CLOTHING SPECIFICATIONS

Uniform sizes, in general, must range from XS-5XL to tall M-5XL. An extra charge, if any, for sizes in these ranges must be provided in the proposal. If the uniform item is available in a woman's style, it must be provided in sizes 30-52 (shirts) and 2-50 (pants).

3. ALTERATIONS

The Contractor must provide the cost of any alterations as specified by the employee with the proposal. The proposal must include the cost, if any, for alterations for maternity uniforms and alterations for sizing larger or smaller sizes than offered.

4. SUBSTITUTIONS

Substitutions will be accepted if shade, color, quality, and appearance are equal in all respects to uniform items specified. If a substitution is proposed, a sample of the substitute item must be provided with the proposal. Samples will not be returned.

CDFA must approve any changes with the company that manufactures the uniforms to ensure that the color and style is acceptable. The contractor must not substitute any items without CDFA's approval.

5. EMBLEMS

Each shirt, jacket, or coverall provided to personnel must have the CDFA emblem (5" x 3 ½") sewn into each sleeve. Each cap must have a miniature CDFA (3" x 2 ½") emblem sewn to the crown of the cap. The required emblems cost must be included in the overall cost of those items. Samples of CDFA emblems are provided in Attachment C, E & F.

If an employee needs to have clothing altered to add the patches or badges, CDFA will return the item(s) to the vendor, who will have up to three weeks to correct and send back to the CDFA employee.

6. DISTRIBUTION PLAN

Bidders are requested to submit a Distribution Plan with their bid response. The Distribution Plan should be the bidder's written plan for distribution of the products. The plan must clearly show distribution from the manufacturer(s) to the end user(s), including all points in between specific to this resulting contract only, and the role that you as the contractor of record will play in the distribution. This plan should clearly identify all parties, including any subcontractor, Disabled Veteran Business Enterprises (DVBE) and/or Small Business (SB) participants, involved in the execution of this contract and their responsibilities.

At the State's option prior to award, bidders may be required to submit additional written clarifying information. Failure to submit the requested documentation will result in your bid being considered non-responsive.

7. AUDITING

Bidders are requested to submit an Auditing Plan with their bid response. The Contractor will be responsible to provide the employee, upon request, his or her current uniform balance as well

as past and present order status. The Contractor will be responsible to provide the Department, upon request, a list of employees, their orders, and a summary of items ordered within the contract year.

The Contractor will be responsible to verify and report any orders that exceed the allowable quantity items purchased, and any discrepancies of orders relating to sizes or gender specific items.

Requests to substitute any item or uniform must be equal in quality and appearance of uniform items specified. If a substitution is proposed, a sample of the substitute item must be provided with the proposal.

## 8. ORDERING

The Contractor must provide the following:

Bidders are requested to submit an Ordering Plan with their bid response. A secure website for placing uniform orders, hours of operation, telephone number, facsimile number, web-contact, e-mail address, and the mailing address for all employee orders. At a minimum, the Contractor must be available, Monday through Friday, 8am-5pm Pacific Standard business hours for employees' placing an order.

The Contractor must collect the employee's name, work field office name, type of uniform item, and quantity. This information must be verified before the order is processed. The employee's uniform replacement allowance balance must be enough to cover the cost of uniform items. Once the employee's order is shipped, the Contractor must immediately debit the employee's uniform allowable balance. The Department will only be liable for costs up to and equal to each employee's uniform allowance. Anything over the allotted uniform amount will be the employee's out of pocket responsibility.

The Contractor will provide a contact phone number for employee inquiries.

## 9. WEBSITE

Bidders are requested to submit a Website Plan with their bid response.

- Secure Online Ordering System
  - Only accessible by users defined and approved by CDFA through unique usernames and passwords.
- Employee Management
  - Provides an employee-based management and tracking segment.
  - Employee information is required to properly process an order, provide management reports, and it will be warehoused in the contractor's data storage system. This information includes employee name, address (if appropriate to the program requirement), anniversary date, department, assigned field office location, designation, and employee group.
- Optional On-Line Order approval

- A CDFA employee may require the entire order or certain orders to be approved by an Administrator prior to being processed. This allows for approval gates to be established from shipping to order dollar amount which are defined in the Uniform Program Profile. These orders remain in a “Hold for Approval” status until released by an Administrator. The contractor must provide information on these orders to the Administrators through system generated approval emails sent to the Administrator that will allow the orders to be approved through the links provided in the email, or on the Administrator’s user dashboard on the website.
- Upon order approval, the order is released to the back-office system for fulfillment. Denied orders assume a “denied” status and are not to be released to the back-office system.
- Administrator Site Maintenance and Task Management
  - Allow a CDFA employee as website administrator to add/remove product as needed.
  - CDFA employees can make changes effective immediately or request a quote from a sales associate.
  - Customer administrators may also submit work requests through Task Management software so that requests are visible through a workflow and accompanied by automatic email updates
- Flexible, On-Demand Management Reporting
  - Provides flexible, on-demand reporting with output into Excel (.xls or .xlsx), which allows for easy review and manipulation of the data output by the Administrators. The reporting can be sent directly to the requestor’s email or reviewed from the report’s dashboard.
  - Within the various report offerings, the user may specify parameters such as date ranges, open or closed orders, or limit report data to a specific location or department, as applicable to the report.
  - Available reports include:
    - Allotment Report
    - Order History Sales report
    - Itemized Sales report
    - Allotment Activity Report

## 10. DELIVERY INSTRUCTIONS

Delivery is to be completed in full within 30 days of an order being placed through the online portal. The contractor shall provide shipping details and tracking information to the account placing the order.

Acceptance of delivery of any material shall not release the contractor/manufacturer from liability for faulty design, workmanship, or materials appearing even after final payment has been made.

Partial deliveries will be accepted, and partial payments will also be allowed after receipt, inspection, and acceptance of goods by the CDFA.

## 11. INVOICE

The contractor must provide monthly invoices. The monthly invoice must cover only the uniform items delivered since the last invoice. The monthly invoice must include the employee's name, item ordered, quantity ordered, size ordered, unit price, total price (including shipping and handling), and date that the order was placed. Alongside these requirements, a master invoice summary cover sheet must be included with the monthly billing summing all costs and credits for the month.

Invoices shall include the purchase order number (P25-0374) and be submitted to:

[cdfa\\_dl\\_phpps\\_peb\\_bdr\\_fiscal@cdfa.ca.gov](mailto:cdfa_dl_phpps_peb_bdr_fiscal@cdfa.ca.gov)

## 12. ACCOUNTING AND LIAISONS

Bidders are requested to submit an Accounting and Liaison Plan with their bid response. No more than 14 days after receiving the signed contract, the Department will provide the Contractor with a list of employees authorized to purchase uniforms under this contract. The Department will update all changes in employee status as changes occur throughout the duration of the contract. The list will include the employee's first and last name, duty station, and amount of the employee's annual uniform allowance.

The Contractor must maintain each employee's data individually in an accounting system. Each employee's uniform replacement allowance balance must be current with the latest order. The Contractor will provide a report to the Department of employee uniform allowance balances on at least a quarterly basis and no more than monthly. The report will include the employees' full name, Border Station field office name, and current uniform balance.

Individual employees will be responsible for payment of purchases made for amounts that exceed the allotted annual allowance. It will be the responsibility of the Contractor to collect any costs more than the allowance or for any items not approved by the Department.

The Border Stations Supervisors will act as liaisons in resolving problems between the Contractor and the employees and will be the only one to approve changes of articles approved for reimbursement.