

Issuance Date: APRIL 9, 2026
Questions Deadline: APRIL 17, 2026
Bid Opening Date: MAY 7, 2026
BMA Approval Date: JUNE 8, 2026

**CITY OF GERMANTOWN
INVITATION TO BID**

COG2026-13 POLICE UNIFORMS



**1930 S. Germantown Road
Germantown, TN 38138**



CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815
www.germantown-tn.gov

REQUEST FOR BIDS

Date: APRIL 9, 2026

The City of Germantown, Tennessee, will accept Bids on: COG2026-13 POLICE UNIFORMS

Bid shall be mailed or hand delivered in a **sealed envelope** marked “**COG2026-13 POLICE UNIFORMS**” in the lower left-hand corner of the envelope and addressed to Procurement Director, City of Germantown, P. O. Box 38809, Germantown, TN 38183-0809 or, **if using express mail** (Fed Ex, Priority Mail, etc.), address to 1930 S. Germantown Rd., Germantown, TN 38138. Please place in a sealed envelope inside the express mail packaging. (*Bid must be received by the City prior to the time indicated below.*) **Please mark envelope with the name of the Bid.**

BID DATE: Bid shall be opened at 1930 S. Germantown Rd at 2:00 p.m. on, MAY 7, 2026.

All bid responses must be received and time stamped on or before the required bid opening time (local time), soon thereafter all bids will be publicly opened and read aloud. **Late bids will not be considered.**

All purchases are F.O.B. Germantown, Tennessee per attached specifications.

The City reserves the right to accept bids in part or whole, reject any Bid, or to accept a Bid containing variations from these specifications if the Bid so merits. The Board of Mayor and Aldermen is the final authority and shall have the right to reject any single Bid or all Bids submitted and to make awards, as deemed, to be in its best interest.

Bids must be submitted on the Bid schedule document that the City issues and it must be signed.

The Successful Bidder shall be prohibited from discriminating against any individual due to his race, creed, color, national origin, age or sex.

See attached Specifications, Bid Form, Drug and Alcohol Testing Acknowledgment Statement and Affidavit along with Company's Testing Policy, Vendor's Qualifications and Reference Form that must be returned as part of the Bid. Returning the form for disclosure of the Title VI and Title IX information is voluntary.

The Standard Germantown Services and/or Products Contract and Required Insurance Certifications are included and will be required from the selected Bidder.

During the competitive bid process, Bidders are instructed not to contact the employees of the using departments concerning this Bid Request.

Sincerely,

Cathryn Perdue

Cathryn Perdue
Director Procurement & Risk

**ACKNOWLEDGEMENT OF RECEIPT OF BID
PACKAGE
INVITATION TO BID NUMBER COG2026-13**

POLICE UNIFORMS

Upon receipt of documents, please fax/email this page to:

City of Germantown – Procurement Department
1930 South Germantown Road
Germantown, TN 38138
Phone: 901-757-7260
Fax: 901-757-7258
Email: procurement@germantown-tn.gov

I hereby acknowledge receipt of documents pertaining to the above referenced ITB.

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____

PHONE: (____) _____ FAX: (____) _____

E-MAIL: _____

(Signature)

(Date)

**CITY OF GERMANTOWN
INVITATION TO BID
COG2026-13
POLICE UNIFORMS**

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OTHER IMPORTANT DOCUMENTS IN BID PACKAGE:

- BID LETTER
- SIGNATURE PAGE – RETURN WITH BID
- BID FORM – RETURN WITH BID
- CONTRACTOR’S QUALIFICATIONS & REFERENCES – RETURN WITH BID
- CONTRACTOR’S AFFIDAVIT ALCOHOL DRUG- RETURN WITH BID
- TITLE VI - OPTIONAL
- STATEMENT OF NO BID – IF YOU CHOOSE NOT TO RESPOND TO THIS BID PLEASE FILL OUT AND RETURN THE NO BID FORM
- CONTRACT
- ATTACHMENT A: BIDDER’S PROPOSED ALTERNATE TECHNICAL WORKSHEET
- ATTACHMENT B: GERMANTOWN POLICE DEPARTMENT AUTHORIZED UNIFORMS AND EQUIPMENT

1. SCOPE OF WORK

1.1 PURPOSE

The intent of this bid is to secure bids from qualified vendors for the furnishing and deliver to the City work uniforms and accessories for the Germantown Police Department. These specifications cover the general requirements as to the type of construction, together with certain details as to finish, and equipment with which the successful Bidder must conform.

1.2 SUPPLY REQUIREMENTS

Vendor shall be required to maintain stock levels of all contract items equal to 85%. The vendor must provide out of stock items within three (3) weeks from receipt of order. Failure to do so may result in liquidated damages or termination of agreement.

1.3 CONTRACT INFORMATION

The period of this Contract shall be for twelve (12) months, beginning on July 1, 2026 and ending on June 30, 2027.

This Contract may be extended by the City for four (4) additional twelve (12) month periods or portions thereof, up to a cumulative total of sixty (60) months.

1.4 INVOICE TO

City of Germantown
Accounts Payable
1930 S. Germantown Road
Germantown, TN 38138

1.5 VENDOR'S RESPONSIBILITY

FOR SEALED BIDS:

ALL DOCUMENTS APPLICABLE AT TIME OF BID must be signed **IN INK**, dated, and returned with your bid documents to allow your bid to be considered. Documents not returned **WILL** result in a non-responsive bid.

DISCLAIMER: All required documents may or may not be listed. It is the Contractor's responsibility to review all documents and return as specified.

All information shall be entered in ink or typewritten. Mistakes may be crossed out and correction inserted before submissions of bid. The person signing the bid shall initial the correction in ink. Corrections and/or modifications received after the designated bid opening time will not be accepted.

1) **Signature Page**

- **(if required)** Contractor's License Number(s) must be inserted
 - a. Page must be signed with an original signature IN INK by an authorized officer, employee or agent of the bidder.

- 2) **Bid Form** must be completed and signed with an original signature IN INK
- 3) **Contractor's Affidavit Concerning Alcohol and Drug Free Workplace** must be completed and signed with an original signature IN INK
- 4) **(if required) vendor shall provide** a 5% Bid Bond or Cashier's check with submitted bid document
- 5) **All Addenda** Must be Signed (IN INK) and returned with your Bid Documents. It is the Bidder's responsibility to verify if an addendum was issued.
- 6) **ALL BIDS** must be submitted in a sealed envelope with the Vendor's Name, Bid Number, Bid Open Date, and Project Name clearly marked on the outside of the envelope.

NO BID ADJUSTMENTS WILL BE ACCEPTED

2. TERMS AND CONDITIONS

2.1 INFORMATION GIVEN PRIOR TO AWARD

Oral explanations, instructions and interpretations given to bidders prior to award of contract will not be binding. It is the Department's intent to provide all bidders equal opportunity to access and acquire all available pertinent information necessary to formulate a responsive bid. Any information, specifications, plans, data or interpretations which the Department discovers is lacking and may be important to all bidders, will be furnished to all bidders in the form of an addendum, the receipt of which shall be acknowledged.

2.2 METHOD OF AWARD

The City reserves the rights: to award to the lowest responsive, responsible bidder; to award Multiple contracts and to award the bid/contract that is deemed, to be in the best value (most advantageous to the City) as determined by some or all of the following:

- Prices offered
- Quality of product/service offered
- General reputation and performance capabilities of the bidder
- Conformity with specifications herein
- Delivery and/or installation schedule
- Location and availability of service and/or repair facilities, personnel and parts
- Suitability for intended use
- Responses to provided references
- Payment terms/discounts offered
- Demonstrations provided, if required
- Ability to meet contract requirements such as warranty provisions, insurance requirements, bonding requirements, etc.

The City reserves the right to purchase any and/or all items in this bid off of the current State of Tennessee Statewide or Cooperative Contract, if it is considered by the Procurement Director to be in the best interest of the City.

2.3 PRICING

Pricing requirements are as follows:

1. All prices shall be valid for a minimum of sixty (60) days from the bid opening date unless otherwise indicated in the bid request.
2. If there is a discrepancy between unit price and its extension, unit price shall prevail.
3. Prices will be considered as net if no cash discount is shown.

2.4 PERFORMANCE

Submission of a bid by any Contractor shall be accepted as prima facie evidence that they have satisfied themselves as to the nature and location of the work and all other matters, which can in any way affect the work or cost thereof under the contract. Any failure of the Contractor to acquaint themselves with all available information, including a physical survey of the site of the proposed work, shall not relieve them from successfully performing all the work required.

2.5 DELIVERY

For any bid item required to be delivered to the City:

Deliveries shall be F.O.B. Germantown, Tennessee location in place/inside; unless otherwise specified in the Invitation to Bid, all prices quoted by the bidder must be F.O.B. Germantown, Tennessee with all delivery, handling, surcharges and other charges included in the bid price. Failure to do so may cause rejection of bid. The City will not pay any additional surcharges relative to this bid number.

- The successful bidder shall not be responsible for failure to deliver materials or render services due to acts of God.
- Time of delivery shall be stated as the number of calendar days following receipt of the order by the awarded vendor to receipt and acceptance of the goods or services by the City.
- Should deliveries not be made on time as outlined in the successful bidder's response sheet, then the City has the authority to cancel any and all orders issued under this bid.

2.6 SPECIFICATIONS

The specifications given are not intentionally written around any one manufacturer and are for the purpose of indicating general size, type, and description of the equipment needed.

The City hereby reserves the right to approve as an equal, or to reject as not being equal, any item the bidder proposed to furnish which contains minor variations from specification requirements but may comply substantially therewith. Items exceeding specifications will be considered as meeting specifications.

The bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications.

Changes to the bid specifications are not valid unless authorized in writing by the City of Germantown Procurement Department by means of an addendum.

2.7 BRAND NAME

Brand name information is as follows:

Brand names and number, when used, are for reference to indicate the character or quality desired. When brand, number, or level of quality is not stated by the bidder, it is understood the offer is exactly as specified. Any items other than those brands specified in the bid specifications must be equivalent as to function, basic design, type and quality of materials, method of construction, and any required dimensions.

2.8 BIDDING REQUIREMENTS AND CONDITIONS

Sealed Bids will be received at the time and place stated in Request for Bids. Timely receipt of Bids will be determined by the date and time the Bid is received at the address specified. Hand delivery is encouraged to ensure timely receipt. **No Bid will be accepted after the time indicated.** All material that is submitted in accordance with this solicitation becomes the property of the City of Germantown and will not be returned.

The bidder shall submit their bid upon the forms furnished by the Department. On the bid form, the bidder shall specify a unit price in figures for each pay item for which a quantity is given and show the products

of the respective unit prices and quantities written in figures in the column "Amount Bid," and the total amount of the bid obtained by adding the amounts of the several items. In the event of a discrepancy between unit bid prices and extensions, the unit bid price shall govern. All figures shall be written in blue ink or typed. Penciled entries will not be accepted. If entries are in pencil, the bid shall be considered irregular and the bid will be rejected.

The bid shall be signed in ink by the individual or agency authorized to sign and submit this bid for the bidder. Mistakes may be crossed out and correction inserted before submission of your bid. The person signing the bid shall initial correction in ink. The bid signature page must include the bidder's name and address and the state and address in which the business is domiciled.

2.9 LIABILITIES

The bidder shall hold the City, its officers, agents, servants, and employees harmless from liability of any nature or kind because of use of any copyrighted, or uncopyrighted composition, secret process, patented or unpatented invention under this bid, and agrees to defend, at its own expense, any and all action brought against the City because of the unauthorized use of such articles.

The City, by execution of this Agreement, assumes no liability for damages caused to persons or property by reason of Contractor providing services herein or for injury to any employee, agent or subcontractor of the Contractor performing under this Agreement.

2.10 IRREGULAR BIDS

Bids will be considered non-responsive and shall be rejected for the following reasons:

1. If the Bid Form(s) are on a form other than that furnished by the City or if the form is altered or any part thereof is detached.
2. If there are unauthorized additions, conditional or alternate bids, omission of addenda, or irregularities of any kind, which tend to make the bid incomplete, indefinite, or ambiguous as to its meaning.
3. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
4. If the Bid Form does not contain a unit price for each pay item listed except in the case of alternate pay items.
5. If the Bid Documents are not sealed, when received by the Department.
6. If the Signature Page is not signed in ink.
7. If Addendums are not signed, in ink, and returned with the Bid Documents.

2.11 SAMPLES

Requirement for samples are as follows:

1. Samples of items, when required, shall be furnished free of cost to the City.
2. Samples of items selected may be retained for future comparison.
3. Samples that are not destroyed by testing, or that are not retained for future comparison will be returned upon request at the bidder's expense.

2.12 DOCUMENTS INCLUDED IN CONTRACT

The specifications, terms/conditions and detailed requirements shall become a part of any contract agreement and/or purchase order that result from this bid.

2.13 INSPECTION

When the City deems it necessary to inspect shipments, it may do so. Should the inspection reveal that the shipment is not as per the specifications, the City has the right to return said items at the supplier's expense.

2.14 DEFAULT

In case of default by the bidder, the City may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the bidder, the difference between the price named in the contract or purchase order and actual cost thereof to the City. Prices paid by the City shall be considered the prevailing market price at the time such purchase is made. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the City.

2.15 DISQUALIFICATION OF BIDDERS

Any of the following reasons may be considered as being sufficient for the disqualification of a bidder and the rejection of their bid or bids:

1. More than one bid, for the same work from an individual, partnership or corporation under the same name or a different name.
2. Evidence of collusion among bidders. Participants in such collusion will receive no recognition as bidders for any future work with the City until any such participant shall have been reinstated as a qualified bidder.
3. Bidder, or its principals or affiliates, is disbarred, suspended, or ineligible from federal contracting.

2.16 BID BOND

When required, bid will be accompanied by a 5% Bid Bond or a Cashier's Check in an amount not less than the amount indicated on the Bid. Bid Bonds shall be signed by the bidder and their surety company. Power of Attorney for the person who executes the bond on behalf of the surety as Attorney-In-Fact must accompany the bid bond. When required, bidders must supply certificate of insurance or bonds through a company that is authorized to do business in the State of Tennessee.

2.17 PUBLIC RECORDS

Notwithstanding anything to the contrary contained herein or within the other document supplied to the City by the Contractor, the Contractor understands and acknowledges that the City is a governmental entity subject to the State of Tennessee Public Records Act and that any reports, data or other information supplied to the City regarding services performed hereunder may be subject to disclosure as a public record in accordance with the laws of the State of Tennessee.

2.18 WARRANTY

The Contractor warrants to the City that all goods/work shall be free from defects in design and faulty or improper materials and/or workmanship, shall be in strict compliance with the terms of this Agreement and shall be fit and sufficient for the purpose intended. This warranty shall be effective for a period of not less than one year from the date of acceptance by the City of such goods and/or services as satisfactorily complete, and shall be in addition to all other warranties, express, implied or statutory. The warranty shall survive the termination or expiration of this Agreement.

2.19 TITLE VI INFORMATION

The City does not discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services, and activities pursuant to Title VI or the Civil Rights Act of 1964 (42 U.S.C. 200d) and the Americans with Disabilities Act of 1990, Pub. L.101-336.

2.20 COLLUSION

Bidders, by submitting a signed bid or proposal, certify that the accompanying bid or proposal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or United States law.

2.21 INDEMNIFICATION

The Contractor shall indemnify, hold harmless, and defend regardless of outcome, the City from the expenses of and against all suits, actions, claims, or costs, expenses, and attorney fees that may be incurred because of any injuries or damages received or sustained by any person, persons, or property on account of the operations of the Contractor or their subcontractors; or on account of or in consequence of any neglect in safeguarding the work; or through use of unacceptable materials in the work; or because of any act or omission, neglect, or misconduct of the Contractor or their subcontractors; or because of any claims or amounts recovered from any infringements of patent, trademark, or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act or any other law, ordinance, order or decree.

2.22 ALCOHOL AND DRUG-FREE WORKPLACE

Along with its bid, the bidder shall submit the affidavit certifying compliance, requiring the Contractor and its subcontractors at the time of bid to provide a drug-free workplace program and to maintain such program throughout the duration of the Contract. The affidavit form is attached.

2.23 CONSIDERATION

After the bids are opened and read, they will be compared on the basis of the summation of the products of the approximate quantities shown in the bid form by the unit bid prices. The results of such comparisons will be available www.germantown-tn.gov/bids 'Doing Business with the City'. The City reserves the right to reject any or all bids, to waive technicalities, to advertise for new bids, or to proceed to do the work otherwise, if, in the judgment of the Department, it is in the best interest of the City.

2.24 FAILURE TO EXECUTE CONTRACT

Failure to execute the contract, file acceptable bonds and submit acceptable evidence, if required by contract, of good faith efforts to obtain participation by disadvantaged businesses within 15 calendar days after the contract has been received by the bidder shall be just cause for the cancellation of the award of contract and the forfeiture of the cash or bid bond which shall become the property of the City, not as a penalty, but in liquidation of damages sustained. Award may then be made to the next lowest responsible bidder or the work may be re-advertised and constructed under contract or otherwise, as the City may decide.

2.25 TERMINATION FOR CONVENIENCE

The performance of work under this contract may be terminated by the City in accordance with this subsection in whole, or from time to time in part, whenever it shall be determined that such termination

is in the best interest of the City. Any such termination shall be affected by delivery to the Contractor of a Notice of Termination specifying the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.

2.26 SUBJECT TO FUNDING

This Contract is subject to availability and annual appropriation of funds by the Board of Mayor and Aldermen (BMA). In the event sufficient funds for this Contract are not available or appropriated by the BMA for any of its fiscal period during the term hereof, then the City shall immediately terminate this Contract upon written notice to the Contractor. In the event of such termination, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work performed to the termination date. Such termination by the City shall not be deemed a Breach of Contract by the City, and the Contractor shall have no right to any actual, general, specific, incidental, consequential, or any other damages whatsoever of any description or amount that have not been earned as of the date of termination.

2.27 BID PROTEST

Any protest concerning the award of this bid shall be addressed to the Procurement Department Director. Protest shall be made in writing to the Procurement Department Director and shall be filed within seven days after the intended award is announced. A protest is considered filed when received by the Procurement Department Director. The written protest shall include the name and address of the protestor, identification of the procurement, a statement of the specific reasons for the protest and supporting exhibits. The submitted information will be reviewed with the City Attorney and City Administrator to render a final decision and a formal response provided within seven days. This decision relative to the protest shall be considered final.

2.28 BID WITHDRAWAL

At any time up to the hour and date set for opening of bids, a bidder may withdraw his/her bid. Such withdrawal must be in writing and sent to the Procurement Director at the address set forth herein, delivered in person. Such withdrawal shall be effective only upon receipt by the Procurement Director and will not preclude the submission of another bid by such bidder to the hour and date set for the opening of bids.

After the scheduled time for opening of bids, no bidder will be permitted to withdraw his/her bid.

2.29 ADDENDA

Any matter of this bid package that requires explanation or interpretation must be submitted in writing by the Bidder at least three days (excluding weekends and holidays) prior to the time set for the Bid Opening. E-mail all questions to the Procurement Department at procurement@germantown-tn.gov All questions will be responded to in the form of written addenda to all Bidders and posted on the City's website; it shall be the vendor's responsibility to check the website for published addenda. All addenda that you receive shall become a part of the contract documents.

No addenda will be issued later than three (3) business days prior to the date for receipt of bids except an addendum withdrawing the request for bids or one which includes a revised date for receipt of bids.

Informal inquiries that are informational in nature can be made at any time by calling the Procurement Department at (901) 757-7260.

2.30 CONTRACT AWARD

Contract Award will be ALL OR NONE based on the "TOTAL BID AMOUNT" on the Bid Form, or the Contract Award may be awarded to multiple bidders if it is in City's best interest.

2.31 PAYMENT REQUIREMENTS

The Contractor will be paid in accordance with the bid form. Payments otherwise due may be withheld on account of substandard or defective work not remedied.

2.32 CHANGES

The City reserves the right to revise the "Work Locations and Schedule" and to make other changes within the general Scope of Work as may be deemed necessary to best serve the interests of the City. Changes in compensation, which may result from such revisions, shall be documented by an Amendment to the contract and approved by the Procurement Director.

2.33 FORCE MAJEURE

Neither party shall be liable or deemed to be in default for any Force Majeure delay in shipment or performance occasioned by unforeseeable causes beyond the control and without the fault or negligence of the parties, including, but not restricted to, acts of God or the public enemy, fires, floods, epidemics, quarantine, strikes, freight embargoes, or unusually severe weather, provided that in all cases the Contractor shall notify the City promptly in writing of any cause for delay and the City concurs that the delay was beyond the control and without the fault or negligence of the Contractor. The period for the performance shall be extended for a period equivalent to the period of the Force Majeure delay. Matters of the Contractor's finances shall not be a Force Majeure.

2.34 COMPLIANCE

If a formal and written complaint is registered with the Contractor in respect to unsatisfactory work performance, the Contractor will have 72 hours in which to respond in person to the complaint, to remedy the problem(s). Failure to respond in the prescribed time to the complaint or to remedy the problem may result in termination of the contract as provided in the Termination section.

If the Contract Administrator is not satisfied with the results and remediation of the complaint, periodic and joint inspections with the Contractor may be required to discuss and point out Contractor's violations. Failure of the Contractor to attend these inspections may result in termination of the contract.

2.35 DEFAULT AND TERMINATION OF CONTRACT

Upon thirty (30) days written notice, with or without cause, the CITY may terminate this Contract. Following such termination, the CITY and the CONTRACTOR shall agree upon an amount of payment for all Contract Items properly performed or furnished prior to the effective date of termination.

2.36 ILLEGAL ALIENS

Contractor warrants that any contract resulting from this Bid: does not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States; takes steps to verify that it does not hire or engage any illegal aliens or persons not authorized to work in the United States; and that any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and shall be cause for the imposition of up to five percent (5%) of the contract price, per violation, and/or termination of its contract.

3. SPECIFICATIONS

3.1 GENERAL SPECIFICATIONS:

The specifications provided are not intentionally written around any one manufacturer and are for the purpose of indicating general size, type, and description of the equipment needed. The City hereby reserves the right to approve as an equal, or to reject as not being equal, any item the bidder proposed to furnish which contains minor variations from specification requirements but may comply substantially therewith. Items exceeding specifications will be considered as meeting specifications.

The bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications.

Changes to the bid specifications are not valid unless authorized in writing by the City of Germantown Procurement Department by means of an addendum.

BID BOND

Not required for this project.

AWARD

The City intends to award a primary contract to a single vendor capable of providing all required styles, colors, and sizes needed by the Police Department. However, the City reserves the rights: to award to the lowest responsive, responsible bidder(s); to award multiple contracts (Primary and Secondary); and to award the bid/contract(s) that is deemed to be the best value (most advantageous to the City) as determined by and evaluation of some or all of the following criteria:

- **Pricing:** Total extended cost of core uniform items
- **Availability & Inventory:** The bidder's demonstrated ability to maintain the Mandatory Safety Stock levels required within this ITB to prevent backorders.
- **Deliver Schedule:** Committed lead times for both initial bulk orders and individual replenishment orders (including embroidery and alterations).
- **Technical Conformity:** Adherence to the exact fabric, weave, and construction specifications defined herein, particularly for "or similar" submissions.
- **Field Evaluation Results:** Results from the Sample Evaluation & Wear-Test regarding fit, range of motion, and professional appearance.
- **Operational Capability:** The bidder's in-house capacity for tailoring, patching, and embroidery, and the proximity of their distribution center to the City.
- **Vendor Performance History:** General reputation and documented "fill rates" with agencies of similar size and complexity.
- **Supply Chain Resilience:** The bidder's ability to provide domestic (USA) alternative or multiple brand options in the event of global manufacturing disruptions.
- **Suitability for Public Safety:** Compliance with specific safety standards (e.g., NFPA 1975 for station wear or NIG standards for ballistic carriers).
- **Contractual Compliance:** Ability to meet all insurance, warranty, and "Buy-Against" penalty provisions.

The City reserves the right to purchase any and/or all items in this bid through the current State of Tennessee Statewide Contracts (SWC) or authorized Cooperative Purchasing Agreements, if it is considered by the Procurement Director to be in the best interest of the City regarding cost, quality, or immediate availability.

PRICING

The Bidder shall submit a firm unit price for each line item on the provided Bid Form. All prices must be all-inclusive (F.O.B. Destination), including all shipping, handling, and delivery charges to the City. Proposed prices shall exclude all taxes, which are not applicable to City purchases.

1. **All-Inclusive Embroidery and Alterations:** The unit price for all garments (shirts, jackets, and trousers) must include the cost of standard Department embellishments and alterations. No separate “set-up”, “per-stich”, or “service” fees will be permitted.
2. **Size Tiers and Consistency:** While the City prefers consistent pricing across all size ranges, Bidders may indicate price variations for oversized or special-sized garments (e.g., 3XL+, or custom tall) in the designated columns on the Bid Form. If a Bidder fails to indicate a price variation, the standard unit price will apply to all sizes.
3. **Alternate Product Identification:** If a Bidder proposes an alternative to the suggested manufacturer/model, they must clearly state the brand and model number on the Bid Form. Failure to identify an alternative brand shall be construed as a commitment to provide the exact manufacturer and model specified by the City.
4. **Minimum Order Quantities (MOQ):** The City will not accept bids that require a “Minimum Order Quantity” per Purchase Order. The Vendor must be able to fulfill orders for a single garment (e.g., for a new hire or a single replacement) at the contract unit price.
5. **Price Firmness and Escalation:** Prices shall remain firm for the first twelve (12) months of the contract. Price escalation/de-escalation, if accepted by the City, shall be placed in effect only after written notification to the Procurement Director, sixty (60) days prior to resultant price changes. Proof of price change to seller shall accompany this notification. Price escalation will only be allowed at the time of contract renewal. The City of Germantown reserves the right to reject any increase and may cancel this agreement if the price increase is not agreed upon by both parties.

QUANTITY

No guarantee or warranty is given or implied by the City as to the total amount that may be or may not be purchased from any resulting contracts. The City reserves the right to increase or decrease quantities as required.

The City is not interested in receiving bids that contain either a minimum quantity or dollar order requirement. Bids received with such limitations may not be considered for contract award.

MANDATORY STOCKING & INVENTORY REQUIREMENTS

The successful Bidder shall be required to maintain a dedicated inventory of core in-stock items in their local or regional warehouse.

1. **Minimum In-Stock Level:** shall mean the Vendor’s contractual obligation to maintain a physical, on-hand inventory of “Core Items” in all “Standard Sizes” at their local or regional distribution facility.

- **Inventory Threshold:** The Vendor shall be required to maintain minimum stock levels of all contract items equal to 85%. The 85% stock level requirement applies to the standard core size items.
- **Standard/Core Sizes Defined:** Standard sizes include, but are not limited to:
 - Trousers: Men's waist sizes 30 – 44; Women's sizes 4 – 18.
 - Shirts/Jackets: Men's sizes Small through 3XL; Women's sizes Small through 2XL.
- **Performance Requirement:** Items falling under the Minimum In-Stock Level must be available for immediate embellishment (patches/hemming) and delivered within the Standard Delivery Window. Failure to maintain this 85% threshold for Core Sizes shall be documented as a Performance Default.

2. Special Order and Made-To-Measure Items: shall refer to the non-standard, "fringe," or highly customized garments that fall outside the 85% Minimum In-Stock Level requirement.

- **Scope:** This category accounts for the remaining 15% margin for "Extreme Sizes" (e.g., Trousers size 46+ or 28-; Shirts 4XL through 6XL), custom-length sleeves, or garments requiring significant structural alterations beyond standard hemming.
- **Procurement Lead Time:** Because these items are not required to be maintained in the Vendor's local safety stock, they are subject to the Exception Delivery Window.
- **Manufacturer Coordination:** The Vendor is responsible for expediting these orders with the manufacturer; however, the City acknowledges that these specific garments are subject to factory production cycles.
- **Identification:** Any item or size designated as a "Special Order" must be identified by the Vendor on the Bid Response Form at the time of the bid.

DELIVERY STANDARDS, DEFAULT, AND REMEDIES

1. Delivery Performance Standards

The Department requires reliable and predictable delivery cycles to maintain operational readiness. The City defines "Delivery" as the receipt of the completed garment (including all required patches, embroidery, and alteration) at the Department's headquarters. The following delivery timelines are established as follows:

- **Standard Delivery (In-Stock):** Bidder is to indicate the maximum number of business days to deliver an item maintained in the required 85% In-Stock inventory (including alterations/patches) on the Bid Form. The Vendor is expected to fulfill orders for these core items and standard sizes within the "Standard Delivery" window.
- **Exception Delivery (Special Order and Made-To-Measure Items):** Bidder is to indicate the maximum number of business days to deliver an item in the 15% non-standard or fringe sizes (including alterations/patches) on the Bid Form. The Vendor is expected to fulfill orders for these items within the "Exception Delivery" window.
- **Backorders:** If a manufacturer backorder occurs, the Vendor must provide written notice to the Department within 48 hours of the purchase order placement. This notice must include:

- The specific SKU(s) affected.
- The manufacturer's confirmed production date.
- An Estimated Delivery Date (EDD).
- Failure to provide this notice constitutes a "Performance Default"

Backorders shall be filled no later than 3 weeks after initial order delivery. Failure to fill backorders within this time frame may result in cancellation of the order, and the department placing the order with an alternate source. Repeated failures to fill backorders within this time frame may result in liquidated damages or cancellation of the contract.

2. Default

The Vendor shall be considered in Default under any of the following conditions:

- Failure to deliver any "Core Item" within 90 calendar days from the date of the PO regardless of manufacturer backorders.
- A documented "Fill Rate" of less than 85% on stocked items over any 90-day rolling period.
- Failure to maintain the Mandatory Stocking Levels listed above.

3. Remedies for Default

In the event of a Default, the Department reserves the right to exercise the following remedies without further notice:

- Open Market Purchase: The Department may purchase the required items (or a "similar" alternative) from any available source on the open market.
- Chargeback (Difference in Cost): If the open market price exceeds the contract price, the Vendor shall be liable for the full price difference, plus any expedited shipping costs.
- Contract Termination: Repeated defaults (2 or more within a 12-month period) shall be grounds for immediate termination of the contract for cause.

LIQUIDATED DAMAGES FOR LATE DELIVERY:

Since the Department will incur administrative costs and operational impacts due to delayed uniforms, the following credits shall apply:

- Late Delivery (Days 46 – 90): A 5% discount shall be applied to the unit price of the delayed item(s).
- Extended Delay (Day 61+): An additional 1% discount shall be applied for every 7 calendar days the order remains unfulfilled, up to a maximum of 20%.

INVOICING STANDARDS AND TIMELINESS

To ensure smooth budgetary management and timely payment the City has set the following requirements for Invoicing Standards and Timeliness:

1. Submission of Invoices

Invoices shall be submitted to the Department Contract Administrator and to Accounts Payable within **thirty (30) calendar days** of the date of delivery and acceptance of the goods. Each invoice must clearly reference the City's Purchase Order (PO) number and provide a line-item breakdown of the items delivered.

2. Fiscal Year-End Requirements

To ensure compliance with the City's fiscal year-end accounting, the Vendor must submit all outstanding invoices for goods delivered prior to June 30th no later than July 15th. Failure to comply with this deadline may result in a formal Performance Default notice.

3. Liquidated Damages for Late Invoicing

The City is committed to prompt payment of all valid invoices. However, the Vendor's failure to submit invoices in a timely manner creates significant budgetary disruptions.

- **Late Invoices (60+ Days Post-Delivery):** Any invoice submitted more than sixty (60) days after the confirmed delivery date shall be subject to a 5% administrative processing discount deducted from the total invoice amount.
- **Extreme Delinquency (180+ Days/New Fiscal Year):** Invoices submitted more than 180 days after delivery, or invoices that cross into a new fiscal year due to Vendor negligence, may be denied payment unless the Vendor can prove the delay was caused by a City-side administrative error.

4. Electronic Invoicing Preferred

To expedite processing and tracking, the Vendor is encouraged to utilize an email-based submission to the City's Accounts Payable address: accountspayable@germantown-tn.gov

ORDERING PROCEDURES

The Vendor will be contacted by the department via purchase order to place an order for required items. After receipt of the purchase order Vendor shall notify the department of delivery date.

3.2 MATERIAL SPECIFICATIONS

1. **Specific Brand Standard:** Any manufacturers' names, trade names, brand names, or catalog numbers used in the specifications are there for the purpose of establishing and describing general performance and quality levels. Such references are not intended to be restrictive, and bids are invited on these and comparable brands or products of any manufacturer, which meets or exceeds the quality of the specifications listed for any item unless otherwise stated in the specifications or proposal.
2. **Bidder Proposed Alternative Brand:** Bidders submitting bids for manufacturers or styles other than those listed here are required to indicate the manufacturer and manufacturer's number on the Bid Form. In addition, any deviation from the requested, including manufacturer, manufacturer's number, color, sizes, material, or any other technical specifications, bidders must complete and submit the "Bidder's Proposed Alternate Technical Worksheet" (Attachment A) included with this bid package.
3. **Color Fastness:** All Bidder proposed alternate brand garments must be certified for color-fastness. If, within the first six (6) months of use, the alternative brand shows significant color deviation or fading compared to the department standard, the vendor shall replace the items at no cost.
4. **All-Inclusive:** Bidders shall provide each item as complete and all-inclusive; there shall be no extra charges for any miscellaneous items such as alternations, embroidery, US Flag or sewing on Police Department patches.

5. **Delivery:** Routine delivery response for standard and non-standard sized products to the City shall be made within the delivery time indicated on the Bidder's Bid Response Form after receipt of the purchase order. For custom made items, it will be the responsibility of the awarded Bidder to communicate with the ordering department all delivery details.
6. **Delivery Location:** Bidders shall deliver merchandise on a weekly basis or "as needed" to Police Department (1930 S. Germantown Road, Germantown, TN 38138). There shall be no extra or miscellaneous charge for delivery.
7. **Defects:** Any/all items delivered because of the award of this bid shall not have any obvious defects. Any article of clothing which fails to meet specifications as to material, workmanship, or proper fit is subject to rejection. Special attention will be paid to uniform garments in regard to neatness and straightness of seams and stitching. Any garment that contains broken, crooked or loose stitching will not be acceptable. Garments that are unacceptable will be returned to the Vendor at the Vendor's expense.
8. **Measurements:** The successful vendor shall be responsible for measuring each uniform employee to assure a proper uniform fit. Measurements are to be taken at a time and place specified by the City. The Supplier must be able to size and fit employees at the specified City location within two working days of receiving notice by the City. All alterations that are deemed necessary by the City will be done at the expense of the Vendor.

A.	TROUSERS				
1.	Side-Pocket Polyester Cargo Pants				
	Manufacturer	MFG#	Description	Sizes	Color
	Blauer	8655	Men's Side-Pocket Polyester Pants	28" - 54"	Dark Navy
	Blauer	8655W	Women's Side-Pocket Polyester Pants	2 - 30	Dark Navy
	Stride: Short, Regular, Long Fabric: Rugged 12 oz. 100% Polyester fabric with 10% stretch and liquid repellent finish.				
2.	4 Pocket Class "A" Polyester Pants				
	Manufacturer	MFG#	Description	Sizes	Color
	Blauer	8650	Men's 4-Pocket Polyester Pants	28" - 54"	Dark Navy
	Blauer	8650W	Women's 4-Pocket Polyester Pants	2 - 30	Dark Navy
	Stride: Short, Regular, Long Fabric: 12 oz. linear twill weave polyester fabric with 10% stretch.				
3.	Cut in Zip Pocket Pants				
	Manufacturer	MFG#	Description	Sizes	Color
	Blauer	8657	Men's 6-Pocket Polyester Pants	28" - 54"	Dark Navy
	Blauer	8657W	Women's 6-Pocket Polyester Pants	2 - 24	Dark Navy
	Stride: Short, Regular, Long Fabric: 13 oz. 100% Polyester elastique with 10% stretch.				

4.	FlexRS Covert Pants				
	Manufacturer	MFG#	Description	Sizes	Color
	Blauer	8666	Men's FlexRS Covert Tactical Pants	28" - 54"	Dark Navy
	Blauer	8666W	Women's FlexRS Covert Tactical Pants	0 - 24	Dark Navy
	Fabric: 100% Polyester Ripstop (6.6 oz) with mechanical stretch, durable water repellent coating, odor control.				
5.	FlexRS Cargo Pants				
	Manufacturer	MFG#	Description	Sizes	Color
	Blauer	8665	Men's FlexRS Cargo Pocket Pants	28" - 54"	Dark Navy
	Blauer	8665W	Women's FlexRS Cargo Pocket Pants	0 - 24	Dark Navy
	Fabric: 100% Polyester Ripstop (6.6 oz) with mechanical stretch, durable water repellent coating, odor control.				
6.	TenX Tactical Pant (Training Uniform)				
	Manufacturer	MFG#	Description	Sizes	Color
	Blauer	8836	Men's TenX Tactical Pants	28" - 54"	Dark Navy
	Blauer	8836W	Women's TenX Tactical Pants	0 - 26	Dark Navy
	Fabric: 65% Polyester/35% Cotton Ripstop, 6.5 oz, Water Resistant DWR Coating, Wind Resistant, TenX ripstop is engineered for maximum body vapor release, odor control.				
7.	Taclite Pro Pants				
	Manufacturer	MFG#	Description	Sizes	Color
	5.11	74273	Men's Regular Fit Taclite Pro Ripstop Cargo Pant	28" - 54"	Dark Navy (724)
	5.11	64360	Women's Regular Fit Taclite Pro Ripstop Cargo Pant	0 - 20	Dark Navy (724)
	Fabric: Made with 5.11 Taclite ripstop fabric that's lightweight yet reinforced, 8 functional pockets, gusseted action waistband.				
8.	Stryke Pants				
	Manufacturer	MFG#	Description	Sizes	Color
	5.11	74369	Men's Stryke Regular Fit Cargo Pant	28" - 54"	Dark Navy (724)
	5.11	64386	Women's Stryke Regular Fit Cargo Pant	0 - 20	Dark Navy (724)
	Fabric: 65% Polyester / 35% Cotton Flex-Trac mechanical stretch ripstop, 6.8 oz.				
B.	SHIRTS Uniform Shirt: The Department patch will be worn on the right sleeve of the uniform shirts. The American flag patch will be worn on the left sleeve of the uniform shirts. Patches will be affixed one inch below the shoulder seam and centered on the crease of the sleeve.				
1.	Long Sleeve Zippered Polyester Shirt – Uniform Shirt				
	Manufacturer	MFG#	Description	Sizes	Color

	Blauer	8600-Z	Men's Long Sleeve Zippered Polyester Shirt	S-3X	Dark Navy
	Blauer	8600W-Z	Women's Long Sleeve Zippered Polyester Shirt	30" – 52"	Dark Navy
Fabric: Body: 100% Polyester Tropical Weight, Trim: 100% Polyester Satin, 8.5 oz. linear plain weave polyester fabric with 10% stretch.					
2.	Short Sleeve Zippered Polyester Shirt – Uniform Shirt				
	Manufacturer	MFG#	Description	Sizes	Color
	Blauer	8610-Z	Men's Short Sleeve Zippered Polyester Shirt	S-3X	Dark Navy
	Blauer	8610W-Z	Women's Short Sleeve Zippered Polyester Shirt	30" – 52"	Dark Navy
Fabric: Body: 100% Polyester Tropical Weight, Trim: 100% Polyester Satin, 8.5 oz. linear plain weave polyester fabric with 10% stretch.					
3.	Long Sleeve Polyester SuperShirt – Uniform Shirt				
	Manufacturer	MFG#	Description	Sizes	Color
	Blauer	8670	Men's Long Sleeve Polyester SuperShirt	S-3X	Dark Navy
	Blauer	8670W	Women's Long Sleeve Polyester SuperShirt	30" – 52"	Dark Navy
Fabric: Body: 100% Polyester Weave Tropical Weight, Side Mesh: 92% Polyester Nylon, 8% Lycra, 8 oz.					
4.	Short Sleeve Polyester SuperShirt – Uniform Shirt				
	Manufacturer	MFG#	Description	Sizes	Color
	Blauer	8675	Men's Short Sleeve Polyester SuperShirt	S-3X	Dark Navy
	Blauer	8675W	Women's Short Sleeve Polyester SuperShirt	30" – 52"	Dark Navy
Fabric: Body: 100% Polyester Weave Tropical Weight, Side Mesh: 92% Polyester Nylon, 8% Lycra, 8 oz.					
5.	Short Sleeve Polyester Armorskin Base Shirt				
	Manufacturer	MFG#	Description	Sizes	Color
	Blauer	8372	Men's Short Sleeve Polyester Armorskin Base Shirt	S-4X	Dark Navy
	Blauer	8372W	Women's Short Sleeve Polyester Armorskin Base Shirt	XS – 4XL	Dark Navy
Fabric: Top: 100% Polyester tropical weight weave (4.2 oz), Body: 100% Polyester waffle knit, Mesh lining					
6.	Long Sleeve Polyester Armorskin Base Shirt				
	Manufacturer	MFG#	Description	Sizes	Color
	Blauer	8371	Men's Long Sleeve Polyester Armorskin Base Shirt	S-4X	Dark Navy
	Blauer	8371W	Women's Long Sleeve Polyester Armorskin Base Shirt	XS – 4XL	Dark Navy
Fabric: Top: 100% Polyester tropical weight weave (4.2 oz), Body: 100% Polyester waffle knit, Mesh lining					

7.	Short Sleeve Special Event Shirt Shirt with VTag, Police on Back - Embroidered				
	Manufacturer	MFG#	Description	Sizes	Color
	Blauer	8133	Short Sleeve Colorblock Performance Polo Shirt	XS – 5XL	Dark Navy with Royal Blue
	Fabric: Shell: 100% Polyester, Mesh: 100% CD Polyester, high visibility, 1" stretch reflective crosswalk trim				
8.	Long Sleeve Special Event Shirt Shirt with VTag, Police on Back - Embroidered				
	Manufacturer	MFG#	Description	Sizes	Color
	Blauer	8143	Long Sleeve Colorblock Performance Polo Shirt	XS – 5XL	Dark Navy with Royal Blue
	Fabric: Shell: 100% Polyester, Mesh: 100% CD Polyester, high visibility, 1" stretch reflective crosswalk trim				
9.	Short Sleeve Performance Polo				
	Manufacturer	MFG#	Description	Sizes	Color
	5.11	71049	Men's Performance Short Sleeve Polo	S – 5XL	All Color Options
	5.11	61165	Women's Performance Short Sleeve Polo	XS – 4XL	All Color Options
	Fabric: 100% Polyester, snag and wrinkle-resistant, moisture-wicking, no roll collar, cosseted sleeves				
10.	Long Sleeve Performance Polo				
	Manufacturer	MFG#	Description	Sizes	Color
	5.11	72049	Men's Performance Long Sleeve Polo	S – 5XL	All Color Options
	5.11	62408	Women's Performance Long Sleeve Polo	XS – 4XL	All Color Options
	Fabric: 100% Polyester, snag and wrinkle-resistant, moisture-wicking, no roll collar, cosseted sleeves				
11.	Men's Utility 3-Pack Tshirts				
	Manufacturer	MFG#	Description	Sizes	Color
	5.11	40016	Utili-T Crew 3 Pack	S – 2XL	All Color Options
	Fabric: 4.7 oz. ringsun cotton fabric, 1" no-roll high-density collar, moisture-wicking, tagless label				
C.	JACKETS AND VEST				
1.	Softshell Fleece Jacket				
	Manufacturer	MFG#	Description	Sizes	Color
	Blauer	4660	Softshell Fleece Jacket	XS – 6XL	Dark Navy
	Fabric: Shell: 88% Nylon/12% Spandex, Interior: 50% Polyester/44% Nylon, 6% Spandex Fleece, Water Resistant DWR Coating, Heat Factor Level II – Advanced Cold Weather Protection, Wind Resistant				
2.	Tacshell Jacket				
	Manufacturer	MFG#	Description	Sizes	Color
	Blauer	9820	TacShell Jacket	XS – 6XL	Dark Navy
	Fabric: Shell: 100% Nylon with B.DRY waterproof breathable membrane, Interior: 100% Tricot, Windproof				

3.	Armorskin Vest Carrier				
	Manufacturer	MFG#	Description	Sizes	Color
	Blauer	8370	Polyester Armorskin	XS – 6XL	Dark Navy
	Fabric: Shell: 100% Polyester tropical weight weave (4.2 oz), Polyester Mesh Liner, Side Mesh: 92% Nylon, 8% Lycra				
4.	Armor Vest with 2 Carriers Level II				
	Manufacturer	MFG#	Description		
	Point Blank	BII-1	Armor Vest with 2 Carriers Level II		
5.	Load Bearing Carrier				
	Manufacturer	MFG#	Description		
	Point Blank	Guardian ODC	Load Bearing Carrier		
D.	BELTS AND TIES				
1.	Men's Black Ranger Belt (1 ¾")				
	Manufacturer	MFG#	Description	Sizes	Color
	Dutyman	1721	1-3/4" Basketweave Leather Ranger Belt	28" – 54"	Black
2.	Basketweave Duty Belt (2 ¼")				
	Manufacturer	MFG#	Description	Sizes	Color
	Dutyman	5071	2-1/4" Basketweave Leather Duty Belt	XS – 3X	Black
3.	Velcro under Belt (1 ½")				
	Manufacturer	MFG#	Description	Sizes	Color
	Dutyman	5121	1-1/2" Basketweave Leather Buckleless Inner Belt	XS – 4X	Black
4.	Men's Clip On Tie				
	Manufacturer	MFG#	Description	Sizes	Color
	Sam Broome	90016, 90049, 90063	Polyester Clip-On Necktie	18", 20", 22"	Dark Navy #61
5.	Men's Velcro Tie				
	Manufacturer	MFG#	Description	Sizes	Color
	Sam Broome	90114, 90132	Polyester Hook & Loop Breakaway Necktie	18", 20"	Dark Navy #61
E.	BOOTS				
1.	A.T.A.C. 2.0 8" Side Zip Boot				
	Manufacturer	MFG#	Description	Sizes	Color
	5.11	12391	A.T.A.C. 2.0 8" Side Zip Boot	4 – 15	Black
2.	Company Boot				

	Manufacturer	MFG#	Description	Sizes	Color
	5.11	12420	Company 3.0 Boot	4 – 15	Black
3.	Alpha Force Boot				
	Manufacturer	MFG#	Description	Sizes	Color
	Rocky	2173	Rocky Alpha Force Zipper Waterproof Public Service Boot	4 – 16	Black
4.	Acadia 8" Boot				
	Manufacturer	MFG#	Description	Sizes	Color
	Danner	21210	Acadia Men's 8" Black	7 – 16	Black
5.	Fort Lewis 10" Boot				
	Manufacturer	MFG#	Description	Sizes	Color
	Danner	29110	Fort Lewis Men's 10" Black	7 – 16	Black
F.	MISCELLANEOUS				
1.	Ball Caps				
	Manufacturer	MFG#	Description	Sizes	Color
	Blauer	182	Stretch Fitted Cap	Reg, OvrSz	Dark Navy
2.	Rush 12 Backpack				
	Manufacturer	MFG#	Description	Sizes	Color
	5.11	56561	Rush 12 2.0 Backpack 24L	24L	Black
3.	Rush 24 Backpack				
	Manufacturer	MFG#	Description	Sizes	Color
	5.11	56563	Rush 24 2.0 Backpack 37L	37L	Black
4.	Basketweave Cuff Case				
	Manufacturer	MFG#	Description	Sizes	Color
	Dutyman	8121	Basketweave Leather Round Bottom Closed Single Cuff Case		Black
5.	Basketweave Magazine Holder				
	Manufacturer	MFG#	Description	Sizes	Color
	Dutyman	8521	Basketweave Leather Double Magazine Holder for 9mm, .40 & .45		Black
6.	Basketweave Mace Holder				
	Manufacturer	MFG#	Description	Sizes	Color
	Dutyman	3621	Basketweave Leather 2 oz. Mace/OC Holder		Black
7.	Badge Holder				
	Manufacturer	MFG#	Description	Sizes	Color

	Dutyman	5308	Leather Neck ID Badge Holder		Black
8.	Badge Wallet				
	Manufacturer	MFG#	Description	Sizes	Color
	Strong Leather	85500	Strong Side Open Single ID Badge Case		Black
9.	Holster				
	Manufacturer	MFG#	Description	Sizes	Color
	Safariland	6378-3952	Holster		Black
10.	HSGI Molle Pouch – Cuff Case				
	Manufacturer	MFG#	Description	Sizes	Color
	High Speed Gear	41DC00BK	Duty Single Handcuff Taco Pouch Cover		Black
	High Speed Gear	41DC02BK	Duty Double Handcuff Taco Pouch Cover		Black
11.	HSGI Molle Pouch – Magazine Pouch				
	Manufacturer	MFG#	Description	Sizes	Color
	High Speed Gear	41TPC2BK	Duty Double Pistol Taco W/Rifle Pouch Cover		Black
12.	HSGI Molle Pouch – ASP Holder				
	Manufacturer	MFG#	Description	Sizes	Color
	High Speed Gear	11EX00BK	Extended Pistol / Flashlight Taco Pouch		Black
13.	Stinger DS LED Flashlight				
	Manufacturer	MFG#	Description	Sizes	Color
	Streamlight	75813	Stinger DS LED Flashlight		Black
14.	Badge				
	Manufacturer	MFG#	Description	Sizes	Color
	Blakinton & Co.	B899-H	Badge, Gold, Black Lettering		
15.	Name Bar				
	Manufacturer	MFG#	Description	Sizes	Color
	Blakinton & Co.	J5	Name Bar, Gold, Black Lettering		

Exceptions: _____

When taking an exception(s) please return the specification page(s) and exception page with your submitted bid package.

UNIFORM GARMENTS NOT LISTED:

The garments listed are typical garments worn by the City's Police Department and will be used to select the successful Bidder(s). The City may decide to purchase other uniform garments and accessories, or select other colors, not defined. For those products, please include a minimum percentage of discount from your published price list that will be given to the City or other pricing structure used for the purchase of garments and accessories.

WARRANTY:

Please attach a copy of a complete description of the standard warranty terms and conditions. Also, as a part of this bid, you are required to provide warranty service contact individual(s). In all purchases made by the City, availability and accessibility of warranty service and service after warranty may be considered in determining the lowest responsible bidder.

INVENTORY VERIFICATION, REPORTING, AND CONTRACT MANAGEMENT:

- **Electronic Inventory Reporting:** On the first business day of each quarter (January, April, July, October), the Vendor shall submit an Electronic Inventory Snapshot to the Contract Administrator. This report must include:
 - Current on-hand quantities for all "Core Items" (85% Stock Level).
 - A list of all pending backorders with original PO dates and Manufacturer estimated delivery dates.
 - A summary of "Order-to-Delivery" cycle times for the previous 90 days.
- **Mandatory Quarterly Performance Reviews:** The Vendor's Account Representative and Warehouse Manager (or authorized designee) shall participate in a Quarterly Contract Management Meeting with the City's Procurement Department and the Department's Contract Administrator.
 - **Schedule:** Meetings shall be held within fifteen (15) calendar days following the submission of the Quarterly Inventory Report.
 - **Format:** Meetings may be held in-person at the City's facilities or via a recorded conference platform at the City's discretion.
 - **Agenda:** The meeting will serve as a formal review of the Vendor Performance Scorecard, focusing on:
 - Compliance with the 85% Minimum In-Stock Level.
 - Resolution of any outstanding backorders or "Exception Delivery" items.
 - Accuracy and timeliness of invoicing.
 - Discussion of upcoming needs (if any).
 - Introduction of new stock items that may be beneficial to the Department.
- **Physical Inspection Rights:** The City reserves the right to conduct unannounced physical inspections of the Contractor's local or regional warehouse facility. These inspections may coincide with the Quarterly Review to verify that the quantities reported in the Electronic Inventory Snapshot are physically present and dedicated to the City's contract.
- **Performance Improvement Plan:** If the Quarterly Review reveals a Performance Grade of "Underperforming" or "In Default", the Vendor shall be required to submit a written Corrective Action Plan within seven (7) business days. Failure to show measurable improvement by the following Quarterly

Review may result in the activation of the “Secondary Vendor” for all core categories or contract termination.

NOTES:

If a garment’s price changes with its size, the Bidder must provide the specific price for each respective size tier. Failure to provide a price for any required size may result in the bid being deemed non-responsive.

Any discrepancy in model numbers and/or product description should be clarified before bidding.

SAMPLES:

- Prior to the award, samples representing the exact items bid may be required at the expense of the Bidder(s). **Do not automatically submit samples.** If they are required, the Procurement Department will contact you. When required, samples must be furnished within five (5) calendar days upon request. Failure to submit samples will be cause for rejection of the Bid.
- The samples submitted by Bidders on items for which they have received an award may be retained by the City until the delivery of contracted items is completed and accepted. Bidders whose samples are retained may remove them after delivery is accepted.
- Samples belonging to unsuccessful Bidders must be removed as soon as possible after award has been made on the item or items for which the samples have been submitted. The City will not be responsible for such samples if not removed by the Bidder within thirty (30) days after the award has been made. Bidder shall make all arrangements for delivery of samples to the place designated as well as removal of samples. Cost of delivery of samples shall be borne by the Bidder.

3.3 QUESTIONS

Questions concerning specifications need to be sent via e-mail to Procurement Department. All inquiries concerning this Bid should be directed to the Procurement Director, City of Germantown, and 1930 S. Germantown Road, Germantown, TN 38138. Formal inquiries must be submitted in writing via e-mail at Procurement@germantown-tn.gov Informal inquiries that are informational in nature can be made at any time by calling the Procurement Department at (901) 757-7260.

**CITY OF GERMANTOWN PROCURMENT DEPARTMENT
SIGNATURE PAGE**

City of Germantown
Procurement Department
1930 S. Germantown Rd.
Germantown, TN 38138

BID # 2026-13

BID TITLE: POLICE UNIFORMS

This response is submitted in accordance with all documents and provisions of the specified Bid Number and Title detailed above. By my signature below, I accept the terms and conditions as incorporated into this bid. As the undersigned, I certify I am authorized to sign and submit this response for the Contractor.

Federal Identification Number	Contractor's License Number (if required)	Additional License Numbers (if required)	
Company Name		State of Domicile	
Mailing Address	City	State	Zip Code
Contractor or Authorized Representative's Printed Name		Phone Number (with area code)	
Fax Number (with area code)		Email Address	

By signing, the contractor acknowledges his/her responsibility for this bid, and that he/she will comply with all the terms, conditions, and specifications of this bid.

Contractor or Authorized Representative's Signature	Date Signed
---	-------------

If **not domiciled** in the State of Tennessee, please provide an address where business is conducted in the State of Tennessee, if applicable

By signing, the contractor acknowledges his/her responsibility for this bid, and that he/she will comply with all the terms, conditions, and specifications of this bid.	Contractor or Authorized Representative's Signature	Date Signed	If <u>not domiciled</u> in the State of Tennessee, please provide an address where business is conducted in the State of Tennessee, if applicable:
By signing, the contractor acknowledges his/her responsibility for this bid, and that he/she will comply with all the terms, conditions, and specifications of this bid.	Contractor or Authorized Representative's Signature	Date Signed	If <u>not domiciled</u> in the State of Tennessee, please provide an address where business is conducted in the State of Tennessee, if applicable:

This page must be signed with an original signature, and returned with your BID documents

BID FORM
COG2026-13 POLICE UNIFORMS

BIDDER: _____

Bid shall be filled in completely, by the **Contractor**, in the bid schedule by indicating total dollars and cents under UNIT PRICE. All costs, including hourly rates, will be included here and will be fully-burdened to include, but not limited to, wages, transportation, lodging, overhead, and per- diem. All figures shall be written in ink or typed. Penciled entries will not be accepted, and will be considered irregular, and rejected.

By submission of this bid, each BIDDER and each person signing on behalf of any BIDDER certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each BIDDER is not on the list created pursuant to § 12-12-106. This list is generated to identify entities ineligible to contract with the State of Tennessee or any political subdivision of the State per the Iran Divestment Act, T.C.A. § 12-12-101 et seq., and the current list may be found at the Tennessee Department of General Services, Central Procurement Office, website under the Public Information Library webpage.

Concerning the Non-Boycott of Israel Act (T.C.A. § 12-4-1 et seq.), by submission of this bid/quote/proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under the penalty of perjury, that to the best of its knowledge and belief that each supplier is not boycotting Israel pursuant to § 12-4-1 and will not during the term of any award. Note: Applicable only to contracts of \$250,000 or more and to suppliers with 10 or more employees.

BID FORM INSTRUCTIONS:

1. **Alternative Products:** If proposing an alternative to the “Standard Brand” specified, you must list the proposed brand and model in the designated column. Additionally, Attachment A: Bidder’s Proposed Alternate Technical Worksheet must be completed and submitted for each proposed alternate item.
2. **Unit Pricing:** Provide a unit price for every item listed. No fields in this “Unit Price” column should be left blank. If you are not bidding on a specific item, enter “0” or “N/A”. Any bid containing blank unit price fields will be deemed non-responsive and disqualified.
3. **Standard Sizes & Pricing:** In the Standard Size(s) column, clearly specify the range of sizes included in your quoted price (e.g., S – 3XL). Enter the corresponding price in the Unit Price column.
4. **Oversized Sizes & Pricing:** If there is a price difference for oversized items, clearly specify the range of those sizes (e.g., 4XL – 6XL) in the Oversized Size(s) column. Enter the corresponding price in the Oversized Price column.

NOTE: If your pricing is the same regardless of size, enter the full range of sizes and unit price under the Standard Sizes and Unit Price columns and enter “0” or “N/A” in the Oversized Size and Price columns.

5. **Special Orders:** Indicate any classified as “Special Ordered Items” (pursuant to Section 3 Specifications) by marking the corresponding column for that item.
6. **Catalog Discounts:** Complete the “Catalog Discounts” section in its entirety.
7. **Delivery Timeline:** State your guaranteed deliver time frame in the provided section.
8. **Execution of Bid:** Ensure the final page of the Bid Form is fully completed, dated, and signed by an authorized representative.

ITEM	DESCRIPTION	STANDARD BRAND	STANDARD MFG# / STYLE	BIDDER'S ALTERNATE BRAND/MODEL	STANDARD SIZE(S)	UNIT PRICE DOLLARS.CENTS	OVERSIZED SIZE(S)	OVERSIZED PRICE DOLLARS.CENTS	X IF SO Special Order
A. TROUSERS									
A.1.	Side-Pocket Polyester Cargo Pants	Blauer	Men: 8655 Women: 8655W			\$		\$	
A.2.	4 Pocket Class "A" Polyester Pants	Blauer	Men: 8650 Women: 8650W			\$		\$	
A.3.	Cut in Zip Pocket Pants	Blauer	Men: 8657 Women: 8657W			\$		\$	
A.4.	FlexRS Covert Pants	Blauer	Men: 8666 Women: 8666W			\$		\$	
A.5.	FlexRS Cargo Pants	Blauer	Men: 8665 Women: 8665W			\$		\$	
A.6.	TenX Tactical Pant (Training Uniform)	Blauer	Men: 8836 Women: 8836W			\$		\$	
A.7.	Tacklite Pro Pants	5.11	Men: 74273 Women: 64360			\$		\$	
A.8.	Stryke Pants	5.11	Men: 74369 Women: 64386			\$		\$	
B. SHIRTS									
B.1.	Long Sleeve Zippered Polyester Shirt	Blauer	Men: 8600-Z Women: 8600W-Z			\$		\$	
B.2.	Short Sleeve Zippered Polyester Shirt	Blauer	Men: 8610-Z Women: 8610W-Z			\$		\$	
B.3.	Long Sleeve Polyester SuperShirt	Blauer	Men: 8670 Women: 8670W			\$		\$	
B.4.	Short Sleeve Polyester SuperShirt	Blauer	Men: 8675 Women: 8675W			\$		\$	
B.5.	Short Sleeve Polyester Armorskin Base Shirt	Blauer	Men: 8372 Women: 8372W			\$		\$	

ITEM	DESCRIPTION	STANDARD BRAND	STANDARD MFG# / STYLE	BIDDER'S ALTERNATE BRAND/MODEL	STANDARD SIZE(S)	UNIT PRICE DOLLARS.CENTS	OVERSIZED SIZE(S)	OVERSIZED PRICE DOLLARS.CENTS	X IF SO Special Order
B.6.	Long Sleeve Polyester Armorskin Base Shirt	Blauer	Men: 8371 Women: 8371W			\$		\$	
B.7.	Short Sleeve Special Event Shirt	Blauer	8133			\$		\$	
B.8.	Long Sleeve Special Event Shirt	Blauer	8143			\$		\$	
B.9.	Short Sleeve Performance Polo	5.11	Men: 71049 Women: 61165			\$		\$	
B.10.	Long Sleeve Performance Polo	5.11	Men: 72049 Women: 62408			\$		\$	
B.11.	Men's Utility 3-Pack T-Shirts	5.11	40016			\$		\$	
C. JACKETS & VEST									
C.1.	Softshell Fleece Jacket	Blauer	4660			\$		\$	
C.2.	Tacshell Jacket	Blauer	9820			\$		\$	
C.3.	Armorskin Vest Carrier	Blauer	8370			\$		\$	
C.4.	Armor Vest with 2 Carriers Level II	Point Blank	BII-1			\$		\$	
C.5.	Load Bearing Carrier	Point Blank	Guardian ODC			\$		\$	
D. BELTS AND TIES									
D.1.	Men's Black Ranger Belt (1 ¾")	Dutyman	1721			\$		\$	
D.2.	Basketweave Duty Belt (2 ¼")	Dutyman	5071			\$		\$	
D.3.	Velcro Under Belt (1 ½")	Dutyman	5121			\$		\$	

ITEM	DESCRIPTION	STANDARD BRAND	STANDARD MFG# / STYLE	BIDDER'S ALTERNATE BRAND/MODEL	STANDARD SIZE(S)	UNIT PRICE DOLLARS.CENTS	OVERSIZED SIZE(S)	OVERSIZED PRICE DOLLARS.CENTS	X IF SO Special Order
D.4.	Men's Clip On Tie	Sam Broome	18" 90016 20" 90049 22" 90063			\$		\$	
D.5.	Men's Velcro Tie	Sam Broome	18" 90114 20" 90132			\$		\$	
E. BOOTS									
E.1.	A.T.A.C. 2.0 8" Side Zip Boot	5.11	12391			\$		\$	
E.2.	Company Boot	5.11	12420			\$		\$	
E.3.	Alpha Force Boot	Rocky	2173			\$		\$	
E.4.	Acadia 8" Boot	Danner	21210			\$		\$	
E.5.	Fort Lewis 10" Boot	Danner	29110			\$		\$	
F. MISCELLANEOUS									
F.1.	Ball Caps	Blauer	182			\$		\$	
F.2.	Rush 12 Backpack	5.11	56561			\$		\$	
F.3.	Rush 24 Backpack	5.11	56563			\$		\$	
F.4.	Basketweave Cuff Case	Dutyman	8121			\$		\$	
F.5.	Basketweave Magazine Holder	Dutyman	8521			\$		\$	
F.6.	Basketweave Mace Holder	Dutyman	3621			\$		\$	
F.7.	Badge Holder	Dutyman	5308			\$		\$	

ITEM	DESCRIPTION	STANDARD BRAND	STANDARD MFG# / STYLE	BIDDER'S ALTERNATE BRAND/MODEL	STANDARD SIZE(S)	UNIT PRICE DOLLARS.CENTS	OVERSIZED SIZE(S)	OVERSIZED PRICE DOLLARS.CENTS	X IF SO Special Order
F.8.	Badge Wallet	Strong Leather	85500			\$		\$	
F.9.	Holster	Safailand	6378-3952			\$		\$	
F.10.1.	HSGI Molle Pouch – Cuff Case – Single	High Speed Gear	41DC00BK			\$		\$	
F.10.2.	HSGI Molle Pouch – Cuff Case – Double	High Speed Gear	41DC02BK			\$		\$	
F.11.	HSGI Molle Pouch – Magazine Pouch	High Speed Gear	41TPC2BK			\$		\$	
F.12.	HSGI Molle Pouch – ASP Holder	High Speed Gear	11EX00BK			\$		\$	
F.13.	Stinger DS LED Flashlight	Streamlight	75813			\$		\$	
F.14.	Badge, Gold, Black Lettering	Blakinton & Co.	B899-H			\$		\$	
F.15.	Name Bar, Gold, Black Lettering	Blakinton & Co.	J5			\$		\$	

Catalog Discounts for items not listed on the Bid Form, minimum discounts from the manufacturer's current published list price:

CLOTHING _____ %

BOOTS _____ %

ACCESSORIES _____ %

OTHER _____ %

_____ Name of Catalogue

INDICATE YOUR DELIVERY TIME FRAME AFTER RECEIPT OF ORDER (ARO)

Standard Stock Items: _____

Special Order Items: _____

Exception(s) Taken: _____

**AWARD WILL BE MADE, BY LINE ITEM, TO THE LOWEST RESPONSIVE,
RESPONSIBLE BIDDER**

DELIVERY PROMISED: _____ F.O.B. GERMANTOWN

TERMS: _____ Discounts will be allowed
for prompt payments as follows: 10 calendar days, _____%; 15 calendar days, _____%; 20 calendar days _____%; 30 calendar days _____%

FIRM'S NAME: _____ ADDRESS: _____

Organized and existing under the laws of the State of _____ and doing business as: a corporation
 a partnership an individual a limited liability company, or _____ other.

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____ EMAIL: _____

NAME: _____ TITLE: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

THIS PAGE MUST BE SIGNED [IN INK] DATED, & RETURNED WITH YOUR BID

CONTRACTOR'S QUALIFICATIONS & REFERENCES

All Contractors for these services must have adequate industry and professional qualifications. The City will confirm the below qualifications and references prior to awarding the Contract.

1. All contractors must be in business for a minimum of **at least three continuous years**.

2. Please note contractor license and qualifications (if applicable): _____

Legal Name of Company: _____

Street/Mailing Address: _____

Type of Entity (corp., LLC): _____ State Est.: _____

Main Telephone No.: _____ Main Facsimile No.: _____

Number of continuous years in _____ business: _____

Number of Employees: Full-Time: _____ Seasonal/Part-time: _____

Name of the main contact person and project superintendent planned for this project (including qualifications, experience and technical skills):

Provide Three References:

1. **Agency Name:** _____

Date of Project (if applicable): _____

Specific Services Provided:

Primary Contact Name: _____

Address: _____

Telephone: _____

2. Agency Name: _____

Date of Project (if applicable): _____

Specific Services Provided:

Primary Contact Name: _____

Address: _____

Telephone: _____

3. Agency Name: _____

Date of Project (if applicable): _____

Specific Services Provided:

Primary Contact Name: _____

Address: _____

Telephone: _____

**CITY OF GERMANTOWN
DRUG AND ALCOHOL TESTING POLICY**

All City of Germantown employees are subject to reasonable suspicion drug and alcohol testing. Employees in safety-sensitive positions, including, without limitation, police, fire and those who hold a commercial driver's license, are subject to pre-employment, reasonable suspicion, post-accident and random drug and alcohol testing. All BIDDERS are required to submit an affidavit, in the form attached hereto, that attests that such bidder operates a drug-free workplace program or other drug or alcohol testing program with requirements at least as stringent as that of the program operated by the City of Germantown. BIDDERS are hereby notified pursuant to Public Chapter 693 of the Public Acts of 2002 (codified as T.C.A. Section 50-9-114) that employers shall have seven (7) calendar days from the date that the successful BIDDER and the City of Germantown enter into the Contract & Agreement to file suit in the Shelby County Chancery Court to contest the Contract & Agreement issued to the successful BIDDER on the grounds that it violates said Public Chapter due to the fact that the successful BIDDER did not comply with said Public Chapter. Employers that do not contest the Contract & Agreement within said seven (7) calendar days by filing suit in Shelby County Chancery Court shall waive their rights to challenge the Contract & Agreement for violation of the provisions of Public Chapter 693.

DRUG AND ALCOHOL ABUSE

GENERAL POLICY

This is to establish the City's policy regarding drug and alcohol use and the unlawful possession of controlled substances on City of Germantown premises. The City of Germantown Medical Benefits Program provides clinical treatment for employees and dependents that are experiencing the following disorders or conditions: Mental and Nervous Disorders Treatment, Alcohol and Drug Dependency. The City also provides an Employee Assistance Program.

SCOPE

All employees of the City of Germantown.

PROVISIONS

- A. City employees shall not take or be under the influence of any alcohol or illegal drugs while on duty. Employees may not be under the influence of legally prescribed or over-the-counter medications while on duty if such medications would impair their ability to safely and effectively perform their job.
- B. City employees are prohibited from the use, possession, manufacture, distribution and sale of drugs at any time, or of alcohol while on duty or while in or on City property or in City vehicles.
- C. All property belonging to the City is subject to inspection at any time without notice. Property includes, but is not limited to, vehicles, desks, containers, files, and storage lockers.
- D. City employees who have reason to believe another employee is illegally using drugs or narcotics, shall report the facts and circumstances immediately to the supervisor.
- E. All City employees are subject to reasonable suspicion drug and alcohol testing. Employees in safety-sensitive positions, including without limitation, police, fire and those who hold a commercial driver's license, are subject to pre-employment, reasonable suspicion, post-accident and random drug and alcohol testing. Testing procedures and other rules relating to drug and alcohol abuse are described in the City Drug and Alcohol Testing Policy or the respective department drug and alcohol policies.
- F. Failure to comply with the intent or provisions of this policy or the applicable drug and alcohol testing policy may be used as grounds for disciplinary action, up to and including termination. (See Policy on Disciplinary Action.)

DRUG AND ALCOHOL TESTING ACKNOWLEDGMENT STATEMENT AND AFFIDAVIT

Comes _____, for and on behalf of
(Printed name of Principal Officer of Company)
_____, (the "Company") and makes oath that: (i) the Company
has received a copy of the relevant portions of the City of Germantown Drug and Alcohol Testing Policy; (ii)
the Company understands that it must have a drug and alcohol testing policy at least as stringent as that of
the City of Germantown; and (iii) the Company has in effect a drug and alcohol testing policy at least as
stringent as that of the City of Germantown.

Signature

Title: _____

Sworn to and subscribed before me, a Notary Public, this _____ day of
_____, 2026.

Notary Public

My Commission Expires:

TITLE VI INFORMATION

1. The City of Germantown agrees to comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d, et seq.), and the Department of Transportation Implementing Regulations (49 CFR Part 21) relative to the Contract which is the subject hereof.
2. The Contractor is requested, but is not obligated, to include the attached disclosure sheet, Voluntary Title VI and Title IX Form, with the Contractor's sealed bid.

VOLUNTARY TITLE VI AND TITLE IX FORM

Attach form to sealed bid

For Title VI and Title IX compliance, the Contractor's voluntary disclosure of the following information is requested.

1. Number of Contractor's Employees Who Are:

_____ Male _____ Female

2. Number of Contractor's Employees Who Are:

_____ Caucasian _____ African-American
_____ Other (please specify) _____

STATEMENT OF NO BID

TO OUR SUPPLIERS:

Please take a few minutes to complete this form and return it to procurement@germantown-tn.gov or fax 901-757-7258 if you are submitting a "No Bid" response.

We ask that you place an "X" on the appropriate blank that corresponds with your company's "No Bid" response.

1. _____ Specifications too "tight", i.e. geared toward one (1) brand or manufacturer only. (Briefly explain below.)
2. _____ Specifications are unclear. (Briefly explain below)
3. _____ We are unable to meet specifications.
4. _____ Insufficient time to respond to the Invitation to Bid. (Briefly explain below if fault of City)
5. _____ Our schedule would not permit us to perform within the required time.
6. _____ We are unable to meet bond requirements.
7. _____ We are unable to meet insurance requirements.
8. _____ We do not offer this product or service.
9. _____ Other (specify below)

FURTHER REMARKS: (e.g., name change, address, phone or Fax change)

COMPANY NAME: _____

DATE: _____ **TIME:** _____

NAME: _____ **TITLE:** _____

SIGNATURE: _____

CONTRACT FOR SERVICES AND/OR PRODUCTS

THIS CONTRACT FOR SERVICES AND/OR PRODUCTS (herein "**Contract**") is made and entered into this _____ day of _____ 20____ by and between the CITY OF GERMANTOWN, TENNESSEE, a Tennessee municipal corporation, (herein the "**City**") and _____ [insert name of Contractor], a _____ [State where Contractor established, but only if an entity, not applicable to sole proprietorships] _____ [type of entity – e.g., corporation, LLC, partnership, sole proprietorship] (herein the "**Contractor**").

W I T N E S S E T H:

WHEREAS, the City desires to contract with a provider of work uniforms for the Germantown Police Department (herein the "**Contract Items**"), and

WHEREAS, the Contractor has the requisite experience, abilities and resources to perform and/or furnish the foregoing, and

WHEREAS, the Contractor desires to enter into this Contract as an independent contractor and is ready, willing and able to provide the services and/or furnish the products in accordance with the terms of and subject to the conditions in this Contract.

NOW, THEREFORE, for good and valuable consideration, received or to be received, the sufficiency of which the parties acknowledge, the parties agree as follows:

1.00 SCOPE OF CONTRACT

The Contractor is to furnish the services and/or products as specified in the Invitation to Bid issued by the City under No. **COG2026-13 POLICE UNIFORMS** (herein the "**Invitation to Bid**") and any amendments thereto. The Invitation to Bid and any amendments thereto are attached hereto as **Exhibit "A"** and incorporated by reference herein and made a part hereof. Unless otherwise specified herein, the Contractor is to furnish all materials, tools, equipment, manpower, and consumables necessary to complete the Contract Items.

2.00 TERM OF CONTRACT

The period of this Contract shall be for twelve (12) months, beginning on July 1, 2026 and ending on June 30, 2027. This Contract may be extended by the City for four (4) additional successive twelve (12) month period[s] or portions thereof, up to a cumulative total of sixty (60) months, by written notice to the Contractor given at least thirty (30) days before the expiration of the term then in existence.

3.00 COMPENSATION

3.01. Amount of Compensation. The Contractor agrees to provide the services, equipment and products as specified in its bid to the City at the cost specified in said bid and amendments, if any, the bid and any amendments thereto being attached hereto as **Exhibit “B”** and incorporated by reference herein and made a part hereof. The amount as specified in **Exhibit “B”** may be increased or decreased by the City under Section 4.00 of this Contract (“Additional Services”), through the issuance of an Addendum. Any prices specified in this Contract or an Addendum thereto will remain in effect for the term of this Contract or any extensions thereof.

3.02. Payment of Compensation. All invoices received by the City are payable within thirty (30) days from receipt, provided they have first been approved by the City department that is the beneficiary of the Contract Items, and such department has accepted the Contract Items. The City reserves the right to partially pay any invoice submitted by the Contractor when requested to do so by the City department that is the beneficiary of the Contract Items. All invoices shall be directed to the Accounts Payable Department, City of Germantown, 1930 South Germantown Road, Germantown, Tennessee 38138. In the event any Contract Items are deemed unacceptable, the City’s representative shall notify the Contractor of the deficiencies in writing and the City may withhold payment until the deficiencies are corrected to the satisfaction of the City, such determination to be made in the sole and absolute discretion of the City. All invoices must clearly indicate the Purchase Order number.

4.00 ADDITIONAL SERVICES

In the event the City requests that the Contractor perform additional services and/or furnish additional products not covered by this Contract, the Contractor shall perform such additional services after the City and the Contractor enter into an equitable agreement regarding the additional services and/or products.

5.00 NOTICE TO PROCEED

The Contractor shall commence to perform and/or furnish the Contract Items called for under this Contract upon the City’s issuance of its written Notice to Proceed.

6.00 CONFLICT OF INTEREST

The Contractor declares that neither the Mayor nor any Aldermen or any other City official or employee holds a direct or indirect interest in this Contract. The Contractor pledges that it will notify the City in writing should any City official become either directly or indirectly interested in this Contract. The Contractor declares that, as of the date of this declaration, it has not given or donated or promised to give or donate, either directly or indirectly, to any official or employee of the City, or to pay anyone else for the benefit of any official or employee of the City any sum of money or other thing of value for aid or assistance in obtaining this Contract. The Contractor further pledges that neither it nor any of its owners, officers or employees will give or donate or promise to give or donate, directly or indirectly, to any official or employee of the City or anyone else for the benefit thereof any sum of money or other thing of value for aid or assistance in obtaining any change order to this Contract.

7.00 COMPLIANCE WITH LAWS

The Contractor agrees to observe and to comply at all times with all applicable Federal, State, and local laws, ordinances, and regulations in any manner affecting the provision of the Contract Items and to comply with all instructions and orders issued by the City regarding the Contract Items.

8.00 TERMINATION

Upon thirty (30) days written notice, with or without cause, the City may terminate this Contract. Following such termination, the City and the Contractor shall agree upon a reasonable amount of payment for all Contract Items properly performed or furnished prior to the effective date of termination.

9.00 WARRANTY

The Contractor warrants that the Contract Items, including any equipment and products provided shall: in the case of services (i) conform to all applicable standards of care and practice in effect at the time the service is performed; (ii) be of the highest quality; and (iii) be free from all faults, defects or errors; and in the case of products meet the specifications in the Invitation to Bid. The Contractor warrants that all equipment and products provided shall be furnished to the City in good and working condition. If the Contractor is notified in writing by the City of any faulty Contract Items furnished by the Contractor, the Contractor shall, at the City's option, either: (i) perform again the relevant Contract Items to correct such fault, defect or error, at no additional cost to the City; or (ii) refund to the City the charge paid by the City which is attributable to such portions of the faulty, defective or erroneous Contract Items, including any costs for re-provision of the relevant Contract Items by other contractors. The Contractor warrants that all products provided by the Contractor shall be merchantable, be fit for the purpose intended and shall meet the specifications of the Invitation to Bid. The Contractor shall be liable for secondary, incidental or consequential damages of any nature resulting from any work performed under this Contract.

10.00 FORCE MAJEURE

The obligations of Contractor hereunder are subject to and shall be excused in the event of riots, wars, and Acts of God.

11.00 INSURANCE

11.01. Comprehensive General Liability Insurance. The Contractor, at its own expense, shall keep in force and at all times maintain during the term of this Contract Comprehensive General Liability Insurance issued by a responsible insurance company and in a form acceptable to the City, coverage for Contractor on an occurrence basis against claims for bodily injury, death or property damage with combined single limits of not less than One Million Dollars (\$1,000,000) for Bodily Injury and Property Damage.

11.02. Automobile Liability Insurance. The Contractor, at its own expense, shall keep in force and at all times maintain during the term of this Contract Automobile Liability coverage in the minimum amount of One Million Dollars (\$1,000,000) combined single limits for Bodily Injury and Property Damage.

11.03. Workers' Compensation Coverage. The Contractor, at its own expense, shall keep in force and at all times maintain during the term of this Contract full and complete Workers' Compensation Coverage as required by State of Tennessee law.

11.04. Errors and Omission Insurance. N/A

11.05. Certificates of Insurance. The Contractor shall provide the City with Certificates of Insurance on all the policies of insurance and renewals thereof in forms acceptable to the City. Said Comprehensive General Liability policy shall provide that the City be an additional insured and it must be noted on the Certificate of Insurance. The Insurance Company agrees to Waive their Right of Subrogation against the City and it must be noted on the Certificate of Insurance. The City shall be notified in writing of any reduction, cancellation or substantial change of said policy or policies at least thirty (30) days prior to the effective date of said action. All insurance policies shall be issued by responsible companies who are acceptable to the City and licensed and authorized to do business under the laws of the State of Tennessee.

12.00 CLAIMS, LIABILITY AND INDEMNITY

The Contractor shall assume all risk in connection with the performance of this Contract, and shall be liable for any damages to persons or property resulting from the negligent, tortious, and/or willful acts, errors, or omissions of the Contractor, its agents, servants, and/or employees in connection with the prosecution and completion of the Contract Items covered by this Contract. The Contractor agrees that it will indemnify and hold the City and its elected officials and employees harmless from all claims of any type and for any expenses and costs including attorney's fees and court costs, which may be incurred by the City arising from the negligent, tortious, and/or willful acts, errors, or omissions of the Contractor, its agents, servants and/or employees in the performance of this Contract, and the Contractor will carry sufficient general liability insurance to provide the above indemnification. The indemnities set forth herein shall survive the expiration or termination of this Contract.

13.00 ATTORNEY'S FEES

If any legal action or other proceeding is brought for the enforcement of this Contract or because of any alleged dispute, breach, default, or misrepresentation in connection with any provisions of the Contract and the City is successful therein, the City shall be entitled to recover from the Contractor reasonable attorney's fees, court costs and all expenses, even if not taxable or assessable as court costs (including, without limitation, all such fees, costs and expenses incident to appeal), incurred in that action or proceeding, in addition to any other relief to which the City may be entitled.

14.00 EQUAL EMPLOYMENT OPPORTUNITY

14.01. Non-discrimination. In carrying out the Contract Items under this Contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, creed, color, age, national origin, disability, religion, or sex. The Contractor shall ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, age, national origin, disability, religion, or sex. Such action may include, but not be limited to, the following: employing; upgrading; demoting; transferring; recruiting or paying recruitment compensation; and selecting for training, including apprenticeships.

14.02. Posting and Advertising. The Contractor agrees to post in conspicuous spaces available to employees and applicants for employment a notice setting forth the provisions of the non-discrimination clause contained in Paragraph 14.01 hereinabove. The Contractor shall, in all solicitations or advertisements for employees placed by, or on behalf of, the Contractor, state that all qualified applicants shall receive consideration for employment without regard to race, creed, color, age, religion, disability, national origin, or sex. The Contractor shall incorporate the foregoing requirements of this Paragraph 14.02 in all subcontracts,

if any, for services or products covered by this Contract.

15.00 TRANSFER, ASSIGNMENT OR SUBLETTING

This Contract shall not be transferred or assigned or sublet without prior written consent of the City.

16.00 SAFETY MEASURES

The Contractor shall take all necessary precautions for the safety of the City's and Contractor's employees and the general public and shall erect and properly maintain at all times all necessary vehicular and facility safeguards for the protection of workmen and the public. If necessary, the Contractor shall post signs warning against hazards in and around the site where the Contractor is furnishing Contract Items.

17.00 FAMILIARITY WITH THE CONTRACT ITEMS

The Contractor, by executing this Contract, acknowledges full understanding of the extent and character of the Contract Items required and the conditions surrounding the provision thereof. The City will not be responsible for any alleged misunderstanding of the Contract Items to be furnished or completed, or any misunderstanding of conditions surrounding the performance thereof. It is understood that the execution of this Contract by the Contractor serves as the Contractor's stated commitment to fulfill all the conditions referred to in this Contract.

18.00 ENTIRE AGREEMENT

This Contract and all exhibits hereto constitute the entire agreement and understanding between the parties relating to the subject matter herein and shall not be modified, altered, changed or amended unless in writing and signed on behalf of the parties. Each and every modification and amendment of this Contract must be in writing and signed by all of the parties hereto. Each and every waiver of any covenant, representation, warranty, or other provision of this Contract must be in writing and signed by each party whose interest is adversely affected by such waiver. No waiver granted in any one instance shall be construed as a continuing waiver applicable in any other instance.

19.00 PERMITS, LICENSES AND CERTIFICATES

The Contractor shall procure all permits, licenses, and certificates, or any such approvals of plans or specifications as may be required by federal, state and local laws, ordinances, rules, and regulations, for the proper execution and completion of the Contract Items under this Contract.

20.00 FIRE, THEFT, LOSS

The Contractor shall be solely responsible for all damage or loss by fire, theft or otherwise to materials, tools, equipment, and consumables left on City property by the Contractor.

21.00 CONTRACTING AUTHORITY

The persons executing this Contract on behalf of the City and the Contractor hereby personally represent and warrant to all other parties that they have been duly authorized to execute and deliver this

Contract.

22.00 GOVERNING LAW

This Contract is being executed and delivered and is intended to be performed in the State of Tennessee, and the laws (without regard to principles or conflicts of law) of such state, and of the United States of America shall govern the rights and duties of the parties hereto in the validity, construction, enforcement and interpretation hereof. Any litigation brought with respect to this Contract shall be brought solely and exclusively in a court of competent jurisdiction in Shelby County, Tennessee and the Contractor hereby consents to the personal and subject matter jurisdiction of such courts.

23.00 OPPORTUNITY FOR REVIEW

Each party has received and had the opportunity to review this Contract, and each party has had the opportunity, whether exercised or not, to have each respective party's attorneys review this Contract; and, accordingly, the normal rule of construction to the effect that any ambiguities are resolved against the drafting party shall not be employed in the interpretation of this Contract.

24.00 SECTION HEADINGS

The section headings contained in this Contract are for convenience of reference purposes only and are not intended to qualify the meaning of any section and shall not affect the interpretation of this Contract.

25.00 NOTICES

All notices, demands, and requests required or permitted by this Contract shall be in writing and shall be sent by facsimile transmission, air or other courier, or hand delivery as follows:

- (i) To: City of Germantown
1930 South Germantown Road
Germantown, TN 38138
Facsimile: (901) 757-7258

- (ii) To: **[Insert Name of CONTRACTOR]**

Facsimile: () _____

Any notice, demand, or request sent by facsimile transmission shall be deemed given for all purposes under this Contract when properly transmitted by telecommunication device. Any notice, demand, or request which is hand delivered or sent by air or other courier shall be deemed given for all purposes under this Contract when received.

Any party to this Contract may change such party's address and/or telecopier number for the purpose of notices, demands and requests required or permitted under this Contract by providing written notice of

such change of address to all of the parties, which change of address shall only be effective when notice of the change is actually received by the party who thereafter sends any notice, demand or request.

26.00 SEVERABILITY

If any provision of this Contract is held to be unlawful, invalid or unenforceable under present or future laws effective during the terms hereof, such provision shall be fully severable and this Contract shall be construed and enforced as if such unlawful, invalid, or unenforceable provision were not contained herein by its severance here from. In addition, in lieu of such unlawful, invalid or unenforceable provision, there shall be added automatically as a part hereof a provision as similar in terms to such unlawful, invalid, or unenforceable provisions as may be possible and may be lawful, valid or enforceable. Furthermore, if any provision of this Contract is capable of two constructions, one of which would render the provision void and the other which would render the provision valid, then the provision shall have the meaning which renders it valid.

27.00 NO CONSENT TO BREACH

No consent or waiver, express or implied, by any party to this Contract to or of any breach or default by the other party to this Contract in the performance by such other party of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default of the same or any other obligations hereunder. Failure on the part of any party to this Contract to complain of any act or failure to act of any other party to this Contract, or to declare such party in default, irrespective of how long such failure continues, shall not constitute a waiver by the non-defaulting party of its rights hereunder.

28.00 FACSIMILE; PDF SIGNATURES

Execution and delivery of this Agreement and all agreements entered into in connection with the transaction set forth herein (the "Collateral Agreements") by delivery of a facsimile or portable document format ("PDF") copy bearing the facsimile or PDF signature of any party hereto shall constitute a valid and binding execution and delivery of this Agreement and Collateral Agreements by such party. Such facsimile and PDF copies shall constitute enforceable original documents.

29.00 OTHER INSTRUMENTS

The parties shall execute and deliver all other appropriate supplemental agreements and other instruments and take any other action necessary to make this Contract fully and legally effective, binding and enforceable as between the parties and as against third parties.

[Signatures to follow on next page]

WITNESS THE DUE EXECUTION HEREOF.

CITY OF GERMANTOWN, TENNESSEE

By: _____
Mike Palazzolo, Mayor

ATTEST:

By: _____
CITY Clerk/Recorder

APPROVED AS TO FORM:

City Attorney

[INSERT NAME OF CONTRACTOR]

By: _____

Its: _____

CONTRACTOR's Mailing Address:

CONTRACTOR's Telephone Number:

(_____)_____

CONTRACTOR's Facsimile Number:

(_____)_____

EXHIBIT "A"

Invitation to Bid No. COG2026-13

EXHIBIT "B"
CONTRACTOR'S Bid

**ATTACHMENT A
 BIDDER'S PROPOSED ALTERNATE TECHNICAL WORKSHEET**

Instructions to Bidder: If proposing an alternative to the specified brand/model, this form must be completed in full. Failure to provide granular technical data may result in the item being deemed "non-responsive".

ITEM NUMBER: _____

SPECIFIED BRAND: _____

SPECIFIED MODEL NO.: _____

PROPOSED BRAND: _____

PROPOSED MODEL NO.: _____

SPECIFICATION	SPECIFIED BRAND STANDARD <i>(Listed Above)</i>	ALTERNATE BRAND <i>(Listed Above)</i>	MATCH? Y/N
Fabric Composition <i>(e.g., 65% Polyester / 35% Cotton)</i>			
Weave Type <i>(e.g., Ripstop, Twill, Pique)</i>			
Fabric Weight <i>(e.g., 6.1 oz per sq. yard)</i>			
Finish <i>(e.g., Teflon/DWR Water Repellent)</i>			
Color Match <i>(e.g., Midnight Navy)</i>			
Lead Time			

- **Reinforcement:** Does the garment feature bar-tacking at all major stress points (pocket corners, crotch, belt loops)? YES / NO (Circle One)
- **Stitch Count:** Minimum stiches per inch (SPI): _____
- **Pocket Configuration:** Does the garment match the exact pocket count and placement of the specified model?
- **Size Range:** _____ Short / Regular / Tall (Circle All That Apply)

ADDITIONAL NOTES OR COMMENTS: _____

ATTACHMENT B
GERMANTOWN POLICE DEPARTMENT AUTHORIZED UNIFORMS AND EQUIPMENT
POLICY AND PROCEDURE



Germantown Police Department

Policy and Procedure

Subject	Date of Issue	TACP SCD Reference	Amends	Rescind	Dist.	Number
Authorized Uniforms and Equipment	July 9, 2025	5.5 6.4 10.13	YES	ALL	ALL	6-4A
	<i>Effective Date</i>		<i>By order of...</i>			
	July 9, 2025		Mike Fisher, Chief of Police			
	Previously Revised Date: 1/1/03; 8/4/06; 8/16/05; 1/7/14; 4/21/15, 10/11/19, 11/1/23					

I. PURPOSE

The purpose of this policy is to establish guidelines for the proper wearing of department issued uniforms and equipment and to establish a departmental dress code consistent with City of Germantown policy. As a representative of the department, the City of Germantown and the law enforcement profession, it is imperative that members at all times present a polished, professional bearing and attitude.

II. POLICY

It is the policy of the Germantown Police Department to provide each member with appropriate uniforms and equipment for use in the performance of his/her assigned duties. All members of the Germantown Police Department will continually maintain at least one complete uniform ready for immediate wear (summer or winter). Change dates between summer and winter uniforms will be determined by the Chief of Police.

III. AUTHORIZED UNIFORM EQUIPMENT

- A. Wearing the Uniform – Only approved uniforms and equipment may be worn. The following authorized uniform equipment is required for all applicable members of the Germantown Police Department and will be subject to regular inspections for compliance and serviceability:
 1. The regulation duty uniform shall consist of a navy blue shirt (*light blue for PSDJ employees*), navy blue pants, regulation uniform hat, black round neck undershirt, black mock or full turtleneck shirt. A navy blue tie may be worn with the long sleeve shirt. Long sleeve shirts will be worn fully extended. The tie is required when wearing the Class “A” uniform.
 2. The wearing of the regulation uniform hat is optional, except during public events such as funerals or when directed by a supervisor.

3. Footwear will be black, Department approved shoes or boots with a polishable toe. Socks will be black. If full length boots are worn, athletic socks may be worn.
 4. Approved jackets may be worn when dictated by weather.
 5. The Department patch will be worn on the right sleeve of the uniform shirts **and** jackets. The American flag patch will be worn on the left sleeve of uniform shirts **and** jackets. Any other unit patch that has been approved by the Chief of Police may be worn on the uniform **and** jacket as an alternate to the GPD and American flag patches. Patches will be affixed one inch below the shoulder seam and centered on the crease of the sleeve.
 6. The Class "A" uniform for the Department requires the wearing of a long sleeve navy blue shirt properly outfitted with approved items, a navy blue tie, navy blue four (4) pocket pants, uniform hat and approved footwear.
- B. Items Worn on the Uniform Shirt, Sweater and Jacket – Only Department approved badges, pins, ribbons, name plates and insignias may be worn on the uniform shirt, sweater and jacket.
1. Department issued badges will be worn above the left pocket of the uniform shirt. Issued badges will be secured to the uniform jacket using provided eyelets. An approved embroidered badge may be affixed in its place.
 2. The name plate will be brass or gold plated metal with black block lettering. The name plate will be worn on the right pocket flap centered so that the top border parallels the top seam of the pocket. *Optional* on an approved jacket is the member's name plate or the member's name embroidered in gold lettering.
 3. When wearing the approved uniform sweater, the badge and name plate will be properly affixed.
 4. Approved Merit, Service or other ribbons if worn will be affixed to the uniform shirt centered above the right pocket. Any approved special insignia or pin will be worn centered on the right pocket flap.
 5. Service stripes depicting years of service as a law enforcement officer if worn will be affixed to the left sleeve of the long sleeved uniform shirt or jacket. Each service stripe represents three (3) years of service as a law enforcement officer. Service stripes will be gold in color.
 6. Supervisory members will wear gold in color collar insignias reflective of their rank. The insignias will be worn on the collar of the shirt parallel to,

and $\frac{3}{4}$ inch from, the leading edge of the collar. Rank insignias are *optional* when wearing approved jackets with epaulets on the shoulders centered, $\frac{3}{4}$ inch from, and parallel to, the shoulder seam.

- C. Non Uniform Items—In order to prevent the appearance of endorsement or bias, and in the interest of employee safety, the following guidelines shall apply when wearing the department uniform. Supervisors have the discretion to require the removal of any item on the uniform that is not approved or otherwise creates an unsafe condition.
1. Necklaces or medallions if worn may not be visible.
 2. Only Department issued or approved pins may be worn on the uniform shirt, jacket, or tie.
 3. Items of a religious nature may be worn at the discretion of the Chief of Police or his designee. The criteria will be considered based upon safety, observation of the religious practice and in keeping with the professional appearance of the uniform.
 4. Watches and rings may be worn at the discretion and risk of the employee. Female officers and dispatchers may wear ear studs with the uniform. Such items will be limited to no more than one stud per ear. Earrings will be plain in appearance, solid gold or silver in color, and will not extend below the bottom of the ear lobe. No earring with loose or dangling parts will be permitted.
 5. Male officers or dispatchers (*excluding undercover officers*) are not authorized to wear any type of earrings or any ornamentation attached to the ear while on duty, whether in uniform or not.
- D. Duty Gear—Department members are issued duty gear in the basket weave design upon employment. The basket weave design is the officially approved design for uniformed personnel. The basket weave designed gear is required when wearing the Class “A” uniform. Depending on assignment, alternate duty gear may be purchased from the employee’s uniform allotment and worn upon approval. An approved equipment list with accepted vendors will be maintained and updated annually by the administrative Captain. Members are responsible for ensuring equipment that may be in question is authorized before purchasing or wearing.
1. Members will wear approved duty belts or approved external vest carriers to securely carry authorized gear and accessories.
 2. Members will only wear approved gear on their duty belt or external vest carrier as dictated by assignment. Holsters, cases, and pouches must be

capable of securely containing the equipment for which it was designed while allowing proper accessibility to the member.

- E. Traffic Safety Vest—The department will issue an approved traffic safety vest to every member. The use of the issued traffic safety reflective vest is required in any situation where an officer is performing duties on the roadway day or night.
- F. Protective Vest—The department will issue an approved protective vest to every officer upon employment. Wearing the issued protective vest is required for officers assigned to or performing enforcement duties. Protective vests may be worn in a concealed manner or within an approved outer carrier. Approved uniform items will be worn on the outer carrier in the same manner as the regulation uniform shirt.
- G. Optional Uniform and Clothing—Department approved inclement weather clothing may be worn at the member's discretion as dictated by weather. Inclement weather clothing is not to be worn as daily attire. Members assigned to specialized work units or events will wear the regulation uniform, approved special event uniform or utility uniform specific to the work unit as approved by the department. Approved baseball style hat.
- H. Approved Court Attire—Police officers or other employees appearing in court, grand jury, or any designated function where the members appear as a representative of the Germantown Police Department and are reimbursed for their time, in any way, by or through the City of Germantown, will wear the following:
 - 1. Male members will wear a neat, clean uniform or a suit/sport coat and tie.
 - 2. Female members will wear a neat, clean uniform or a skirt and blouse, a pantsuit, or other professional business attire.
- I. Approved Attire for Administration, Police Services, Investigations, and Specialized Units—Employees assigned to Administration, Police Services, Investigations, or any specialized unit will wear approved attire that presents a professional appearance. The following guidelines shall apply:
 - 1. Members may wear the approved department uniform for their assignment or professional business attire. Coats, overcoats, jackets, and sweaters will be of sufficient length to cover duty equipment.
 - 2. Members may wear an approved polo-type collared shirt with the embroidered badge and member name properly placed, white or black round neck undershirt, plain or pleated pants, 5.11 type pants, brown or black shoes or boots, brown, black or navy socks.
 - 3. Members may wear the approved special event uniform.

4. Members may wear approved City business attire.
 5. Members may wear attire dictated by a special detail or event as approved by their supervisor.
 6. Members of specialized units may wear attire dictated by their specific assignment as approved by their supervisor.
- J. Approved Attire for Public Safety Dispatch members—Employees assigned to the communications center will adhere to the same uniform requirements outlined in this policy where applicable. Employees assigned to the communications center may also wear the following:
1. Members may wear an approved polo-type collared shirt with the embroidered badge and member name properly placed, white or black round neck undershirt, plain or pleated pants, 5.11 type pants, black shoes or boots, black or navy socks (If full length boots are worn, athletic socks may be worn), quarter zip or full zip navy sweater.
- K. Approved Attire for Members Attending Training or Working Non-Enforcement Status—Employees are expected to present a professional appearance and bearing when attending training programs, courses and seminars.
1. Members of the department that attend training sponsored by the department or City will adhere to the standards of dress outlined in this policy. The wearing of blue jeans and/or non-collared shirts is not allowed. If a training course dictates attire that is in conflict with this policy, the employee will adhere to the dress requirements of the training course or host agency.
 2. Members working in a non-enforcement capacity will not wear the regulation uniform.
- L. Grooming Standards for Members—Physical appearance and grooming standards are outlined in policy (6-18, *Physical Appearance and Grooming*).
- M. Uniform Clothing and Equipment Disposition—Upon resignation, retirement, or termination from the city payroll, the employee will be responsible for returning designated items. A checklist of items to be returned will be provided to the employee. The employee will document any item he/she is unable to return and the reason. The department may seek restitution for non-returned equipment prior to the employee's final check being released.
- N. Replacement of Issued Clothing or Equipment— Employees are expected to exercise due care with their assigned clothing and equipment. Failure to do so may result in disciplinary action against the member. The department will replace damaged or

broken issued equipment that is not a result of negligence by the member. Employees will notify their supervisor and submit a memorandum describing the circumstances in which any clothing or equipment is damaged or broken.

XIX. REVIEW PROCESS

An annual review of this policy shall be conducted to determine if it should be revised, cancelled or continued in its present form.

This order shall remain in effect until revoked or superseded by competent authority.