

# BID SOLICITATION



**City of Chattanooga**  
 101 East 11th Street, Suite G13  
 Chattanooga, TN 37402

**BID OPENING DATE AND TIME:**

01-MAR-16 at 2:00 PM

**BID NUMBER:** 304091

**SEALED BIDS**

Mail or submit two (2) signed copies of bid form to this office in the enclosed envelope. Retain one copy for your file.

**BUYER:**

**PHONE #:** (423) 643-7230

**DELIVERY REQUIRED:**

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City of Chattanooga  
 101 East 11th Street, Suite G13  
 Chattanooga, TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
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Requisition No.: 130361  
 Ordering Dept.: Police Department  
 Buyer: Geoffrey Hipp 423-643-7233  
 \*\*\*\*\*

**DESCRIPTION:**  
 This shall be a twelve (12) month blanket contract for the Supply and Delivery of Uniforms for School Patrol and Explorers for the Chattanooga Police Department. The contract may be renewed for two (2) additional twelve (12) month terms under the same Terms and Conditions by Mutual Agreement. The City of Chattanooga and the Contractor may bilaterally extend the contract by Written Confirmation by both parties at least 30 days prior to the contract's current expiration date into any successive term as provided herein.  
 \*\*\*\*\*

**ATTACHMENTS:**  
 - Specifications  
 - Affirmative Action Plan  
 - Standard Terms and Conditions:  
 (<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>)  
 \*\*\*\*\*

**\*\*\* BIDS MUST BE RECEIVED NO LATER THAN \*\*\***  
 \*\*\*\*\* 2:00 PM ON MARCH 1, 2016 \*\*\*\*\*  
 \*\*\*\*\*

PLEASE SUBMIT BIDS IN DUPLICATE INDICATING  
 BID NUMBER (304091) ON OUTSIDE PACKAGING

ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION, FREIGHT ALLOWED.  
 \*\*\*\*\*

**NOTE:** All bids received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Bidder acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.

The City of Chattanooga reserves the right to reject any and/or all bids, waive any informalities in the bids received, and to accept any bid which in its opinion may be for the best interest of the city.

The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color, or national origin.  
 \*\*\*\*\*

**PRICE ESCALATION CLAUSE:**  
 All prices under this contract shall remain fixed during each twelve (12) month contract period. If as a result of a general change in prices or discounts, the contractor has changed prices to all of its customers, then, at the time of contract renewal, the price under this contract may be adjusted accordingly after acceptance. All price increases must be justified by providing a copy of the prevailing labor wage or material cost increases. Prompt notice of price changes (increases or reductions) must be furnished to the Purchasing Agent at least 30 days prior to the requested effective date and the prices for these services/materials shall remain firm for twelve (12) months. The effective date of price increases shall be the date the Purchasing Agent accepts the price changes or the effective date of increase stated by contractor's notice to Purchasing Agent, whichever is later.  
 \*\*\*\*\*

PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone/Toll-Free No. \_\_\_\_\_  
 Fax No. \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_  
 Contact Person's Name \_\_\_\_\_

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Item	Class-Item	Quantity	Unit	Unit Price	Total
Estimated Delivery _____					
Minority-Owned Business ___ Small Business ___ Veteran ___					
Minority Woman Owned Business ___ Disabled Veteran ___					
Women-Owned Business ___					

**NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS**

The City is Exempt from all Federal and State Tax.  
 Bids will be received at the above mentioned address.

TERMS OF PAYMENT: \_\_\_\_\_

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

ALL BIDS MUST BE SIGNED – The undersigned offers the above quoted prices under the conditions contained herein.

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

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City of Chattanooga  
 101 East 11th Street, Suite G13  
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Item	Class-Item	Quantity	Unit	Unit Price	Total
1	School Patrol & Explorer Uniforms blanket contract for uniforms per specs	1	Dollar	_____	_____

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

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

**SPECIFICATIONS FOR BLANKET CONTRACT TO  
SUPPLY SCHOOL PATROL AND EXPLORER UNIFORMS  
FOR CHATTANOOGA POLICE DEPARTMENT**

January 2016

1.0 GENERAL

1.1 Scope of Services

The scope of services shall be for supply and delivery of School Patrol and Explorer Uniforms for the Chattanooga Police Department (CPD) as specified. Acceptable brands for most uniform items include Blauer, Horace Small, Flying Cross, and Proper. The successful bidder must be able to supply items listed in a timely manner. All alterations shall be done by a skilled seamstress. Fitting and sizing of groups may be requested periodically at the Police Service Center. Otherwise, fitting and sizing will typically be at vendor location.

1.2 Basis of Bidding

The Vendor shall submit one (1) bid on the Bid Solicitation form. The Bid shall include costs for all services including supply, delivery and alterations. Any shipping costs or shipping insurance costs shall be included in the bid prices. The City wants 'one-stop-shopping' for uniforms and related accessories. Suppliers offering bids for the most items will receive preference.

Any questions related to these Specifications should be directed to the City Purchasing Department, Geoffrey Hipp, Buyer, e-mail: [ghipp@chattanooga.gov](mailto:ghipp@chattanooga.gov)

1.3 Instructions to Bidders

The Vendor shall comply with all of the City of Chattanooga's Standard Terms and Conditions: <http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

1.4 Length of Contract

The contract shall be for a period of one (1) year beginning the date of the contract award. The City shall have the option of extending the contract for two (2) additional one (1) year periods by mutual agreement. Prices shall be fixed during each contract term.

2.0 OTHER REQUIREMENTS

2.1 Ordering

Only two types of orders shall be allowed under this contract:

(1) Orders that will be paid for by the City of Chattanooga – ALL orders of this type will be on a Purchase Order with a unique number such as 536123-12 which is the Blanket PO Number – Release Number. (Blanket PO number is fixed – Release Number is sequential beginning with 1.)

(2) Orders that will be paid for by the School Patrol or Explorer when ordering. This type of order shall not be invoiced to or shipped to the City of Chattanooga.

2.2 Delivery

Uniforms are to be delivered within 30 days after an order has been placed.

3.0 PAYMENT FOR SERVICES

3.1 The City will make payment to the Vendor according to the City's normal policies and procedures (Net, 30 days).

3.2 Vendor's invoice must list a valid email address for billing questions and inquiries.

3.3 Invoices shall not be sent to the City until shipment of the entire order has been filled.

3.4 Invoices to the City shall reference the Purchase Order - Release Number by which the order was placed. Invoice descriptions should match the wording of Purchase Order transaction lines or reference the corresponding Purchase Order transaction line number. The Vendor shall not invoice the City for any item that does not appear on a line on the Purchase Order.

3.6 Vendor will be responsible for collecting signature and legible name of City employee when delivering goods and must be able to produce said Proof of Delivery (POD) upon request. The POD must contain an itemized list of goods delivered. Including copy of POD with Invoice is strongly encouraged.

3.7 Vendor's invoices that are billed inaccurately, incompletely, or otherwise unable to be processed will not be considered valid.

3.8 When sending City a Revised invoice, it must be clearly marked "Revised". When sending City a Replacement invoice, it must reference the Invoice number it is replacing.

3.9 Invoices, with all appropriate backup documentation, shall be sent to:

City of Chattanooga  
Attn: Accounts Payable Division  
101 East 11<sup>th</sup> Street, Suite 101  
Chattanooga, TN 37402  
[acctspayable@chattanooga.gov](mailto:acctspayable@chattanooga.gov)

and a copy sent to:

Chattanooga Police Department  
Attn: Lt. Jason Irvin  
3410 Amnicola Hwy  
Chattanooga, TN 37406  
[jirvin@chattanooga.gov](mailto:jirvin@chattanooga.gov)

LINE #

DESCRIPTION

UOM      BID PRICE      BRAND

\*\*\*\*\* **SCHOOL PATROL UNIFORMS** \*\*\*\*\*

1	<b>BADGE</b> , Nickel Finish Badge, Style # B293, Lettering:Block / Black, Top Ribbon: Police, Top Panel: SCHOOL PATROL, Seal: Tennessee, Bottom Panel: Chattanooga, TN (City has patent on badge design with V.H. Blackington Co.)	Each		
2	<b>GLOVES</b> , Reflective, DNR100	Pair		
3	<b>GLOVES</b> , White Nylon, One Size Fits All	Pair		
4	<b>VEST</b> , Safety, VEA ANSI II 5-Point Breakaway, Reflective, Lightweight Mesh, Safety Lime with 3M Reflective Stripes, Two (2) Interior Pockets and Three (3) Inches Adjustability Per Sizes, Sizes Small - 5Xlarge, With "SCHOOL PATROL" on the Back	Each		
5	<b>WHISTLE CHAIN</b> , Gold Plated Brass & Silver Plated Brass	Each		
6	<b>WHISTLE HOOK</b> , Gold Plated Brass & Silver Plated Brass	Each		
7	<b>WHISTLE</b> , Police Thunderer, Gold Plated Brass & Silver Plated Brass	Each		
8	<b>CAP</b> , Navy Blue, Men's and Women's Sizes 6 3/4 - 7 7/8 Pershing Style, Keystone Cap or equal	Each		

9	<b>CAP</b> , Flex-Fit, Navy KC6 Headshots, Cotton Twill Spandex, with "Chattanooga Police Department" and "School Patrol" to be embroidered in "Pretty Gold" on front	Each		
10	<b>COAT</b> , All Weather, Navy Blue, Poly-Cotton Blend, with Zip Out Lining, Sizes 8 - 24, Newport Harbor or equal	Each		
11	<b>COAT</b> , All Weather, Navy Blue, Poly-Cotton Blend, with Zip Out Lining, Sizes 26 & up, Newport Harbor or equal	Each		
12	<b>COAT</b> , Winter, Black, Must Sew Cloth CPD Badge and Two (2) Cloth City Seals on Each Coat, Sizes Small - XLarge, North Face (The Force) or Equal	Each		
13	<b>COAT</b> , Winter, Black, Must Sew Cloth CPD Badge and Two (2) Cloth City Seals on Each Coat, Size 2XLarge and Up, North Face (The Force) or Equal	Each		
14	<b>RAINCOAT</b> , Safety Green, Nesse 1.6 oz. Coated Nylon Twill, Mess Black, Mens Sizes 36 & Up, Womens Sizes 8 & Up	Each		
15	<b>RAIN CAP COVER</b> , Black Vinyl, Water Proof, One Size Fits All	Each		
16	<b>RAIN CAPE</b> , Reflective, Safety Lime with 3M Reflective Stripes, One Size Fits All	Each		
17	<b>TROUSERS</b> , Navy Blue, 100% Textured Dacron Polyester, Womens Sizes 8 - 18	Each		
18	<b>TROUSERS</b> , Navy Blue, 100% Textured Dacron Polyester, Womens Sizes 20 and Up	Each		
19	<b>SHIRT</b> , Short Sleeve, Two (2) Pocket, White or Light Blue, 65% Polyester 35% Cotton, Mens & Womens Sizes Small - XLarge, Elbeco or equal	Each		

20	<b>SHIRT</b> , Short Sleeve, Two (2) Pocket, White or Light Blue, 65% Polyester 35% Cotton, Mens & Womens Sizes 2XLarge and Up, Elbeco or equal	Each		
21	<b>SHIRT</b> , Long Sleeve, Two (2) Pocket, White or Light Blue, 65% Polyester 35% Cotton, Mens & Womens Sizes Small - XLarge, Elbeco or equal	Each		
22	<b>SHIRT</b> , Long Sleeve, Two (2) Pocket, White or Light Blue, 65% Polyester 35% Cotton, Mens & Womens Sizes 2XLarge and Up, Elbeco or equal	Each		
23	<b>SHIRT</b> , Short Sleeve, Blue, 60% Cotton 40% Polyester, Yarn Dyed, Oxford 4.25 oz, 7 Vertical Buttons, Mens & Womens Sizes Small - XLarge	Each		
24	<b>SHIRT</b> , Short Sleeve, Blue, 60% Cotton 40% Polyester, Yarn Dyed, Oxford 4.25 oz, 7 Vertical Buttons, Mens & Womens Sizes 2XLarge and Up	Each		
25	<b>SHIRT</b> , Long Sleeve, Blue, 60% Cotton 40% Polyester, Yarn Dyed, Oxford 4.25 oz, 7 Vertical Buttons, Mens & Womens Sizes Small - XLarge	Each		
26	<b>SHIRT</b> , Long Sleeve, Blue, 60% Cotton 40% Polyester, Yarn Dyed, Oxford 4.25 oz, 7 Vertical Buttons, Mens & Womens Sizes 2XLarge and Up	Each		
27	<b>SKIRT</b> , Navy Blue, 100% Polyester, Womens Sizes 8 - 18, Edwards or equal	Each		
28	<b>SKIRT</b> , Navy Blue, 100% Polyester, Womens Sizes 20 and Up, Edwards or equal	Each		
29	<b>BLAZER</b> , Navy Blue, 100% Polyester, Women's Sizes 8 - 18, Edwards or equal	Each		
30	<b>BLAZER</b> , Navy Blue, 100% Polyester, Women's Sizes 20 and Up, Edwards or equal	Each		

31	<b>EMBROIDERY/LOGOS, if separate</b>	Each		
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\*\*\*\*\* **EXPLORER UNIFORMS** \*\*\*\*\*

32	<b>JACKET</b> , Explorer, Loft Insulated, with Detachable Zip-Off Hood. Color Black, "Explorer" Embroidered on Back W/ Patches On Sleeves, Model # 88137, Sizes Small - XLarge, North End or Equal	Each		
33	<b>JACKET</b> , Explorer, Loft Insulated, with Detachable Zip-Off Hood. Color Black, "Explorer" Embroidered on Back W/ Patches On Sleeves, Model # 88137, Sizes 2XLarge and Up, North End or Equal	Each		
34	<b>SWEATPANTS</b> , Explorer, Black, 50/50 with Explorer Logo Embroidered, Sizes Small - Xlarge, Jerzee	Each		
35	<b>SWEATPANTS</b> , Explorer, Black, 50/50 with Explorer Logo Embroidered, Sizes 2XLarge and Up, Jerzee	Each		
36	<b>PANTS</b> , BDU 6 Pocket, Assorted Colors, Including Digital 6 Color Camo, 65/35 Ripstop, Mens & Womens Size Small - Xlarge	Each		
37	<b>PANTS</b> , BDU 6 Pocket, Assorted Colors, Including Digital 6 Color Camo, 65/35 Ripstop, Mens & Womens Size 2XLarge and Up	Each		
38	<b>PANTS</b> , Explorer, Dark Navy, Polyester, with French Blue Stripe On Sides, Men & Women Sizes 28 - 46, Inseams 30" to 38"	Each		
39	<b>SHIRT</b> , Golf, No Pocket, 50% Polyester, 50% Cotton, Assorted Colors, One (1) Color Screen Front, One (1) Color Screen Print Back (Explorer), Sizes Small - Xlarge	Each		
40	<b>SHIRT</b> , Golf, No Pocket, 50% Polyester, 50% Cotton, Assorted Colors, One (1) Color Screen Front, One (1) Color Screen Print Back (Explorer), Sizes 2XLarge and Up	Each		

41	<b>SHIRT</b> , Explorer, Long Sleeve, Polyester, French Blue with Dark Navy Blue Front Pockets, No Zipper, Men & Women Sizes Neck 14" to 19", Length 28" to 38"	Each		
42	<b>SHIRT</b> , Explorer, Short Sleeve, Polyester, French Blue with Dark Navy Blue Front Pockets, No Zipper, Men & Women Sizes Neck 14" to 19"	Each		
43	<b>T-SHIRT</b> , No Pocket, 50% Polyester 50% Cotton, Assorted Colors, One (1) Color Screen Front, One (1) Color Screen Print Back (Explorer), Sizes Small - Xlarge	Each		
44	<b>T-SHIRT</b> , No Pocket, 50% Polyester 50% Cotton, Assorted Colors, One (1) Color Screen Front, One (1) Color Screen Print Back (Explorer), Sizes 2XLarge and Up	Each		
45	<b>PATCH</b> , Explorer, Size 3 5/8" Round, Per City of Chattanooga Specifications	Each		
46	<b>HAT</b> , Toboggan, Assorted Colors, with Explorer Embroidered On Front Cuff	Each		
47	<b>BADGE</b> , Explorer, B296, RhoGlo	Each		
48	<b>BADGE</b> , Explorer, B691, RhoGlo (Silver)	Each		
49	<b>GYM SHORTS</b> , Assorted Colors, 100% Cotton, Pre-Shrunk Cotton, w/9" Inseam, with Explorer Logo Embroidered. Sizes Small - Xlarge, Jerzee or Equal	Each		
50	<b>GYM SHORTS</b> , Assorted Colors, 100% Cotton, Pre-Shrunk Cotton, w/9" Inseam, with Explorer Logo Embroidered. Sizes 2XLarge & Up, Jerzee or Equal	Each		
51	<b>SHORTS</b> , Cotton , assorted colors, 100% cotton, pre-shrunk cotton, 9" inseam, with Explorer Logo embroidered, Sizes Small - XLarge, Anvil or Equal	Each		

52	SHORTS, Cotton, assorted colors, 100% cotton, pre-shrunk cotton, 9" inseam, with Explorer Logo embroidered, Sizes 2XLarge and Up, Anvil or Equal	Each		
53	TIE, Clip On, Navy Blue, Polyester	Each		

## Affirmative Action Plan

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. During the term of all construction contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:
  - a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer".
  - b. Seek and maintain contracts with minority groups and human relations organizations as available.
  - c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities.
  - d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group members and women will be sought for consideration for all positions when vacancies occur.

5. Minority statistics are subject to audit by City of Chattanooga staff or other governmental agency.
6. The Contractor agrees to notify the City of Chattanooga of any claim or investigation by State or Federal agencies as to discrimination.

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(Signature of Contractor)

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(Title and Name of Company)

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(Date)