



FY 24-25  
CITY OF HANAHAN  
Request for Quotes

**HANAHAN FIRE DEPARTMENT  
UNIFORMS**

Solicitation #COH – 952024  
Submissions due by: Friday, October 4, 2024 at 12 p.m.

**CITY OF HANAHAN REQUEST FOR QUOTES  
Fire Department Uniforms**

The City of Hanahan is seeking proposals from qualified vendors for Fire Department Uniforms for a 1 (one) year contract with an option to renew for 2 (two) additional years.

All bids must be sealed and will be received by the City of Hanahan, **UNTIL 12:00 P.M. – October 4, 2024**. Please display the following on the outside packaging of the proposal, **COH#-952024 City of Hanahan Fire Department Uniforms**. Any submittal received after the deadline will not be considered.

Submittals are to be mailed or hand-delivered to:

City of Hanahan  
1255 Yeamans Hall Rd.  
Hanahan, SC 29410  
Attn. Robyn Brown, Procurement and Project Coordinator

All questions must be submitted in writing. The deadline for written questions is **September 26<sup>th</sup>, 2024 @ 12:00 p.m. (EST)**. Written questions can be emailed to Robyn Brown at [Rbrown@cityofhanahan.com](mailto:Rbrown@cityofhanahan.com)



**City of Hanahan  
PURCHASING**  
**PRICE PROPOSAL SUBMITTAL FORM**

Solicitation  
Number  
COH-#952024

**HANAHAN FIRE DEPARTMENT UNIFORMS**  
Robyn Brown  
Purchasing Agent  
1255 Yeamans Hall Road  
Hanahan, SC 29410  
RBrown@cityofhanahan.com

AWARD &  
AMENDMENTS

\*\*\*\*\***INSTRUCTIONS**\*\*\*\*\*

**SUBMIT: Two originals (2) plus a COPY**, please use this page (**page 3**) as your **SUBMITTAL FORM**, this form **must** be signed. Please show Contract solicitation number on envelopes.

NAME OF BIDDER (Full legal name of business submitting the offer)

OFFEROR'S TYPE OF ENTITY: (Check one)  
 Sole Proprietorship  Partnership  Corporation \_\_\_ State of Inc.  
 Government entity (federal, state, or local)  Other  
 DBE/MBE  **SC RESIDENT VENDOR**  
 **CERTIFICATE OF INSURANCE ENCLOSED**

AUTHORIZED SIGNATURE  
  
Person signing must be authorized to submit binding offer to enter Contract on behalf of Bidder named above. My signature indicates my agreement to be bound to the terms and conditions contained herein.

TITLE (Business title of person signing above)

TAXPAYER ID \_\_\_\_\_ DUNS Location \_\_\_\_\_  
**ACKNOWLEDGEMENT OF ADDENDUMS:**  
 **ADDENDUM #1**  **ADDENDUM #2**

PRINTED NAME (Printed name of person signing above)

DATE

BIDDER'S ADDRESS

CITY/STATE

ZIP CODE

PHONE

FAX

E-MAIL

I hereby certify that my below price includes cost for permits, fees, taxes, personnel, supervision, labor, materials and equipment required for Fire Department Uniforms in accordance with all terms, conditions and specifications contained herein.

1 (ONE) YEAR CONTRACT WITH THE OPTION TO RENEW FOR 2 (TWO) ADDITIONAL YEARS

**PROPOSED COST\*: \$** \_\_\_\_\_

**\*An Attachment may be included with an approximate price per item, bidder may indicate "see attachment" above.**

**My signature indicates that this offer may not be revoked or withdrawn after the time set for the opening of bids but shall remain open for acceptance for a period of sixty (60) days following the bid date.**

**Signature of Bidder/Vendor:**

ACCEPTED BY: \_\_\_\_\_  
Robyn Brown DATE  
Purchasing Agent, City of Hanahan

## **SCOPE OF SERVICES:**

### **EMBROIDERY**

Vendor shall submit bid to include charges for providing and embroidering a Hanahan Fire Department or other approved emblem or official logo directly on shirts, outerwear, shorts, etc. as requested by the organization. Such emblems shall typically be embroidered on the left breast pocket of shirts and jackets unless otherwise specified. Prior to beginning production of order, successful bidder must receive approval of the artwork from the requesting location before the logo is affixed to the uniforms.

### **POLO SPECIFICATIONS**

Polo shirts shall meet the following specifications:

- 6.6-ounce snag-proof polyester
- Wrinkle-resistant
- Odor-fighting
- Moisture-wicking
- Double-needle stitching throughout
- Tag-free label
- Flat knit collar
- 3-button placket with dyed-to-match buttons
- Mic clips at center placket and shoulders
- Raglan sleeves
- Reinforced dual pen pockets on left sleeve
- Side vents
- Drop tail to stay tucked in
- Be available in Charcoal, White, and Navy-blue colors

### **JOB-SHIRT SPECIFICATIONS**

- 12 oz 80/20 cotton/polyester super weight fleece
- Get a Sure-Fit with a generous cut, allowing for shrinkage after washing
- No-Curl™ denim collar and elbow patches
- Brass Zipper
- Set-in sleeves/Knit cuffs and bottom band
- Deep mic clips on shoulders
- Right chest Canvas Twill radio pocket has a 9" depth with Velcro Closure and easy access hidden cell phone pocket
- Recessed two pen pocket holder on left sleeve
- Reinforced elbow patches
- Cotton Canvas Twill tape at the collar.
- Machine washable/Imported

## **LOCAL REPRESENTATION**

Contractor must have a local representative to service the needs of the City Customers. This representative must have full decision-making authority and be able to respond and resolve any issues within seven (7) business days.

## **MEASUREMENTS**

Contractor shall provide, upon request, all necessary measuring for proper fit within ten (10) days of receipt of purchase order. Measurements shall occur as indicated by a schedule provided by the requesting location and will take place at a site designated by that organization. Measuring may involve several visits to complete. Upon completion of measurements, contractor shall provide to the organization a hard copy and/or electronic versions of Excel spreadsheets including the following information:

1. Details of all orders given during measurement sessions(s). This information shall include employee name, quantities, garment types and sizes.
2. Summary of all garments ordered sorted by garment type and include all costs associated with the order.

## **SIZING**

Vendors are reminded that sizes other than normal industry standards are also required in certain cases (XSML up to 8XL). Contractor must be able to furnish all sizes as needed. Any additional costs associated with these sizes must be identified on the Bid Schedule. Note: The exception to this is when the manufacturer does not make the requested size

## **SECTION I**

The purpose of this **REQUEST FOR QUOTES** is to seek a qualified Vendor for **HANAHAN FIRE DEPARTMENT UNIFORMS**.

## **GENERAL INFORMATION**

- City of Hanahan shall not be responsible for unidentified Bids.
- City of Hanahan is not responsible for Bids delayed by delivery services of any nature. Bid(s) received after the set time for closing will not be accepted.
- Bids may be withdrawn by Bidder prior to, but not after, the time set for the closing. An email request is acceptable provided it is received before the closing, and written confirmation of the withdrawal has a postmark prior to the closing.
- Offers, amendments thereto or withdrawal requests must be received by the time advertised for BID closing to be timely filed. It is the Bidder's sole responsibility to ensure that the documents are received by the person (or office) at the time indicated in the solicitation document.
- By submission of an offer, you are guaranteeing that all goods and services meet the requirements of the solicitation during the contract period.

- Bidders must clearly mark as "Confidential" each part of their offer which they consider to be proprietary information that could be exempt from disclosure under Section 30-4-40, Code of Laws of South Carolina, 1976 as amended (Freedom of Information Act). If any part is designated as "confidential", there must be attached to that part an explanation of how this information fits within one or more categories listed in Section 30-4-40. City of Hanahan reserves the right to determine whether this information should be exempt from disclosure and no legal action may be brought against City of Hanahan or his agents for its determination in this regard.

**ADDENDUMS:** All Addendums to and interpretations of this solicitation shall be in writing from the Purchasing Agent with the COH. Any errors or omissions requiring correction shall be brought to the Purchasing Agent's attention immediately. The Purchasing Agent shall not be legally bound by any Addendum or interpretation that is not in writing. Any withdrawal request must be received by the due date and time, as specified in the document. It is the Bidder's sole responsibility to ensure that these documents are received by the Purchasing Agent (or office) any time prior to the advertised deadline. COH assumes no responsibility for any claim that information is not complete or fairly disseminated.

**CERTIFICATE OF INSURANCE:** A copy of your 'Certificate of Insurance' **must** be submitted with your Proposal. For any CONTRACTOR visiting on-site in the COH, providing consulting, evaluation or other services, for the protection of the COH, CONTRACTOR shall maintain throughout the performance of its obligations under this Agreement a policy or policies of **WORKER'S COMPENSATION INSURANCE** with such limits as may be required by law, and a policy or policies of **GENERAL LIABILITY INSURANCE** with limits sufficient to cover any loss or potential loss resulting from this Contract insuring against liability for injury to and death of persons and damage to and destruction of property arising out of or based upon any act or omission of the CONTRACTOR or any of their respective officers, directors, employees or agents and a policy or policies of **AUTOMOBILE LIABILITY INSURANCE** with such limits as may be required by law insuring against liability for injury to and death of persons and damage to and destruction of property arising out of or based upon any act or omission of the CONTRACTOR or any of its Contractors or their respective officers, directors, employees or agents while operating their vehicle(s) on the COH property.

**COMPETITION:** This solicitation is intended to promote competition. If the language, specifications, terms and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested Bidder to notify the Purchasing Agent in writing so as to be received five (5) days prior to opening date. The solicitation may or may not be changed but a review of such notification will be made prior to award.

**CONTRACT ADMINISTRATION:** Questions or problems arising after award of this contract shall be directed in writing to the COH Purchasing Office, 1255 Yeamans Hall Road, Hanahan, SC 29410.

**CONTRACTOR LICENSE REQUIREMENT:** The contractor shall procure all permits and licenses and pay all charges and fees necessary and incidental to the lawful conduct of his business. He shall keep himself fully informed of existing and future Federal, State, and Local Laws,

ordinances and regulations which in any manner affect the fulfillment of his contract and shall comply with the same.

**CORRECTION OF ERRORS ON RESPONSE FORM(S):** All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the proposal/bid. Erasures or use of typewriter correction fluid may be cause for rejection. No proposal/bid shall be altered or amended after specified time for reviewing.

**DEFAULT:** In case of default by the Contractor, the COH reserves the right to purchase any or all services in default in the **open market**. The defaulting contractor shall not be considered a responsible proposal submitter/bidder until the assessed charge has been satisfied.

- a) **Compliance with Laws.** Contractor agrees to comply with any applicable federal, state and local laws and regulations.
- b) **Termination--Breach.** Should Contractor fail to fulfill in a timely and proper manner its obligations under this contract or if it should violate any of the terms of this contract, the COH shall have the right to immediately terminate the contract. Such termination shall not relieve Contractor of any liability to the COH for damages sustained by virtue of any breach by Contractor.
- c) **Termination--Funding.** Should funding for this contract be discontinued, the COH shall have the right to terminate the contract immediately upon written notice to Contractor.
- d) **Termination--Notice.** the COH may terminate this contract at any time upon written notice to Contractor.
- e) **Warranty and Responsibilities.** Any failure of Contractor to provide goods or services or otherwise perform pursuant to this contract, including, without limitation, interruption or delay, that is due to failure of any services, individually or in combination, to successfully transition and/or to provide correct results as set forth in this document, shall not be *force majeure*, and shall be a breach of this contract. This applies to any failure of Contractor to perform and/or subcontractors that are due to perform any services, individually or in combination.

**DISPUTES:** The laws of South Carolina shall govern this Agreement.

**EQUAL OPPORTUNITY:** Contractor is referred to and shall comply with all applicable provisions, if any, of Title 41, Part 60 of the Code of Federal Regulations, including but not limited to Sections 60-1.4, 60-4.2, 60-4.3, 60-250.5(a), and 60-741.5(a), which are hereby incorporated by reference.

**FALSE CLAIMS:** According to the S.C. Code of Laws § 16-13-240, "a person who by false pretense or representation obtains the signature of a person to a written instrument or obtains from another person any chattel, money, valuable security, or other property, real or personal, with intent to cheat and defraud a person of that property is guilty" of a crime.

**FIXED PRICING REQUIRED:** Any pricing provided by contractor shall include all costs for performing the work associated with that price. Contractor's price shall be fixed for the duration of this Contract, including option terms, if any. This clause does not prohibit contractor from offering lower pricing after award.

**INDEMNIFICATION:** Any term or condition is void to the extent it requires the City to indemnify anyone.

**MAINTENANCE AND RESTORATION:** It shall be the Contractor's responsibility to keep the site neat and clean for duration of Contract. All waste materials and unnecessary construction equipment shall be removed from the site. Contractor shall be responsible for repair of damage to public and other private lands resulting from any work performed under the Contract.

**NON-APPROPRIATIONS:** Any contract entered into by COH or its departments, institutions, agencies, political subdivisions or other entities resulting from this bid invitation shall be subject to Cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.

**CONTRACT MANAGEMENT:** Contractor shall be responsible for coordinating all work with the COH Purchasing Agent or Authorized Management, including (but not limited to); pay requests, change orders or anticipated delays, progress updates.

**PROTECTION OF HUMAN HEALTH & THE ENVIRONMENT:** The COH requires all contractual activities to be in compliance with local, state, and federal mandates concerning "Protection of Human Health and Environment". Any contractor doing business with the City will be required to document compliance and to specify prudent practices used by the contractor to address applicable mandates including, but not restricted to "The Hazard Communication Standard" OSHA CFR 1910.1200 (SC article 1,71-1910.1200). By submission of this proposal, the vendor agrees to take all necessary steps to ensure compliance with these requirements.

**PUBLICITY:** Contractor shall not publish any comments or quotes by the COH employees or include the City in either news releases or a published list of customers, **without the prior written approval** of the City Administrator.

**REJECTION/CANCELLATION:** The COH reserves the right to accept or reject any, all or any part of proposals received as a result of this request, or to cancel in part or in its entirety this request if it is in the best interest of the City to do so. The City of Hanahan will be sole judge as to whether offers submitted meet all requirements contained in this solicitation. The COH will not be responsible for any cost incurred in the preparation of proposals. The COH reserves the right to negotiate final price subsequent to the submission of qualified proposals. All statements shall become the property of the COH upon submission by Bidder.

**RESTORATION OF PROPERTIES & EXISTING CONDITIONS:** The Contractor shall be solely responsible for the continuity of service and shall maintain a safe and satisfactory operating condition for the duration of this Contract. It shall be the Contractor's responsibility to keep the site neat and clean during the duration of the Contract. At no time shall the Contractor allow any piece, part, pile, pool, or other collection of material be left in such allocation that would pose a hazard to persons in the work area.

The contractor shall actively exclude unauthorized persons from the work area. Contractor (and all approved sub-contractors) shall be appropriately licensed for the work proposed. The successful



contractor shall also be responsible for obtaining any and all permits required. The contractor shall maintain all necessary insurance for any damages to material or persons, including employees. The Contract will be authorized for payment upon satisfactory inspection by the Contract Manager. Any claims for additional work beyond the given scope will be ineligible for payment unless prior approval is given by the COH.

**RESTRICTIONS APPLICABLE TO BIDDERS:** Violation of restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of the SC state Ethics Act. (a) After issuance of the solicitation, *you agree not to discuss this procurement activity in any way with the Using Governmental Unit or its employees, agents or officials.* All communications must be solely with the Procurement Director or designee. This restriction may be lifted by express written permission from the Procurement Director. (b) Unless otherwise approved in writing by the Procurement Director *you agree not to give anything to any Using Governmental Unit.*

**TERMINATION:** Subject to the conditions below, the Contract may be terminated for any reason by the Procurement Office providing a 30-day advance notice in writing is given to the contractor.

***\*For Convenience*** - In the event that this Contract is terminated or canceled upon request and for the convenience of the COH without the required thirty (30) day's advance written notice, then the COH may negotiate reasonable termination costs, if applicable.

***\*For Cause*** - Termination by the COH for cause, default or negligence on the part of the contractor shall be excluded from the foregoing conditions; termination costs, if any, shall not apply. The thirty- (30) days advance notice requirement is waived and the default clause in this solicitation shall apply.

**NOTE:** A vendor/firm information sheet (w9) must be attached unless on file with The City of Hanahan.

## **SECTION II**

### **SPECIAL TERMS & CONDITIONS**

1. All proposals must include key personnel who will be assigned to this Contract.
2. List all pertinent certifications and qualifications that may be related to this Contract.
3. Contract Approach – Description of pertinent aspect of approach to this Contract that may provide positive differentiation from other submitted proposals.
4. Provide references for similar Contracts which are ongoing or have been completed within the last five (5) years.
5. Provide 2 Originals (plus 1 copy) of your submission/offer.
6. Attach cover letter and executed Price Proposal with your bid proposal.
7. This contract will be awarded to the Bidder whose Bid is within the competitive range and determined to be in the best interest of City of Hanahan.

A. **AWARD CRITERIA:** The City intends to select and retain a contractor whose response to this "Request for Proposal" best demonstrates ability to perform and comply with requirements herein. Requirements are not intended to be restrictive but indicate

minimum requirements necessary. All work will be performed in accordance with applicable local, state and federal requirements. Unless stated otherwise herein, the basic and governing language of the Contract resulting from this solicitation shall be comprised of the RFQ documents, including any attachments and Addendums, and page 3 signed. The highest ranked proposals may warrant an oral presentation. The City reserves the right to interview all or any of the responding firms to this RFQ. The City anticipates that it will award contract(s) in a timely manner. All respondents shall be notified in writing of the final selection.

The COH reserves the right to accept or reject any, all or any part of offers received as a result of this request, **to waive any informalities or to cancel in part or in its entirety this request**, if it is in the best interest to do so. The COH will be sole judge as to whether proposals submitted meet all requirements. All proposals shall become the property of the COH. This solicitation does not commit the COH to award a contract, to pay any cost incurred in the preparation of proposals or to procure or contract for goods and services.

**OWNERS RIGHTS:** The COH reserves the right to accept or reject any, all or any part of proposals received as a result of this request, to waive any informalities or to cancel in part or in its entirety this request, if it is in its best interest to do so. The COH will be sole judge as to whether proposals submitted meet all requirements. All proposals submitted shall become the property of the COH. This solicitation does not commit the COH to award a Contract, to pay any cost incurred in the preparation of proposals or to procure or contract for goods or services.

**The COH reserves the right to interview all or any of the responding firms to this RFQ.**