



Legal Notice

**Request for Proposals to
Provide Fire Department
Uniform Services**

City of Spartanburg
P.O. Box 1749
187 W. Broad Street
Spartanburg, SC. 29306
Email: cwright@cityofspartanburg.org

February 3, 2024

NOTICE IS HEREBY GIVEN – The City of Spartanburg is seeking submissions for Professional services to provide duty uniforms and Class A uniforms to the City of Spartanburg Fire Department.

Proposal No: 2024-02-27-01

The City of Spartanburg, hereby, notifies all proposers that it will affirmatively ensure that all disadvantaged and women’s business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of gender, race, color, or national origin in consideration for an award.

The City of Spartanburg reserves the right to reject any or all proposals or to waive any informality in the qualifications process. Proposals may be held by the City of Spartanburg for a period not to exceed sixty (60) days from the date of the opening of Proposals for the purpose of reviewing the Proposals and investigating the qualifications of prospective parties, prior to awarding of the Contract. The vendor that is awarded the proposal will be required to obtain a City of Spartanburg Business License.

There will be a non-mandatory pre-bid meeting held on February 13, 2024 at 10:00 am Eastern time at 187 W. Broad St. in the Procurement Department conference room, Spartanburg, SC 29306.

Sealed proposals shall be submitted to Carl Wright, Procurement and Property Manager, on or before February 27, 2024, no later than 3 PM, City Hall, 187 West Broad Street, at which the time they will be publicly opened and read aloud in the Training Room, the same location.

Technical question regarding the scope of services should be directed to Carl F. Wright 864-596-2790 or emailed to cwright@cityofspartanburg.org.

Proposals can be hand-delivered or mailed to the following address:

City of Spartanburg
PO Box 1749
187 W. Broad Street
Spartanburg, SC. 29306
Attn: Procurement and Property Division

For further information and complete Proposal Package, please contact the Procurement and Property office at (864) 596-2049. Complete proposal package also available at www.cityofspartanburg.org by

following the links for Invitations for bids. The following Proposal Number Must be placed on the outer envelope in order for the bid to be Stamped in as accepted on time: **Proposal No: 2024-02-27-01**

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CITY OF SPARTANBURG

REQUEST FOR PROPOSALS TO PROVIDE FIRE DEPARTMENT UNIFORM SERVICES

I. INTENT AND GENERAL INFORMATION

The City of Spartanburg ("City") is seeking submissions for professional services to provide duty uniforms and Class A uniforms to the City of Spartanburg Fire Department (SFD).

BACKGROUND

The City of Spartanburg is a municipality in the State of South Carolina with approximately 19 square miles and a population of 38,000. The Fire Department is tasked with responding to nearly 3,000 emergencies per year. The department is authorized three battalion chief positions, each in charge of a shift totaling 23 personnel with six response apparatus across five stations. The battalion chief serves as the incident commander on significant incidents, handles personnel matters including evaluations, discipline, assignments, and daily staffing. This is an exempt position working a 24/48 shift schedule. SFD spends approximately \$50,000.00 a year on uniform expenses. This can fluctuate depending on staffing's needs.

QUALIFICATIONS

The SFD is seeking a Professional Services to provide duty uniforms and Class A uniforms, see table below.

The contractor shall be able to provide onsite and electronic services at the City of Spartanburg, including all services required in the agreement.

A cover letter attesting to the company's background, experience, and general process overview shall accompany the proposal.

The proposal shall include a list of clients who the company has or is conducting uniform fulfillment services.

II. SUBMISSION AND DEADLINE

Proposals must be received by 3:00 P.M. Tuesday, February 27, 2024.

One (1) original, three (3) copies and one (1) electronic copy (thumb drive) of the submission shall be sent to:

City of Spartanburg
PO Box 1749
187 W. Broad Street
Spartanburg, SC. 29306
Attn: Procurement and Property Division

Envelopes must be marked:
“COMPETATIVE BID FOR FD UNIFORM”
Proposal No: 2024-02-27-01

Questions regarding this RFP may be directed to, Carl F. Wright 864-596-2790 or emailed to cwright@cityofspartanburg.org.

III. SCOPE OF SERVICES

Contractor will provide uniform services to the City of Spartanburg Fire Department in a method agreed upon by the winning bidder and the fire department representative.

SFD will provide an order list to winning bidder when items are need via email or other agreed upon method of communications.

Contractor will deliver or ship items ordered to SFD new HQ at 450 Wofford Street within 30 days of order receipt.

IV. SUBMISSIONS

The City will not be liable for costs incurred in the preparation of the response to this RFP or in connection with any review of the submissions.

Respondents shall submit their proposal in the following format:

1. One (1) original and three (3) printed copies of the proposal shall be submitted for review. An electronic copy shall be submitted via a thumb drive.
2. Cover Letter indicated in Section I above
3. Completed City of Spartanburg Exhibits B, C D, E, G, and H below
4. Work plan or approach to Scope of Services included herein.
5. Statement of ability to perform all professional requirements as stated in Qualifications and Scope of Services sections
6. Listing of proposed staff, including resumes, credentials and applicable licenses.
7. Related Experience of firm as it relates to this RFP.
8. Names, Addresses and Telephone numbers of references (minimum of three).
9. Additional information, not included above, which you feel may be useful and applicable to this project.

Exhibit B



Price page
Request for Proposals to
Provide Fire Department
Uniform Service

City of Spartanburg
P.O. Box 5107
145 W. Broad Street
Spartanburg, SC. 29306
Email:
cwright@cityofspartanburg.org

Proposer has examined this Request for Proposal, the Advertisement for this Request for Proposal, and the following Addenda (receipt of which is hereby acknowledged):

Company Name: _____

By: _____ (Signature) _____ (Printed)

Title: _____ Date: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Proposal Price Table

Item	Cost		
	Years 1-3	Year 4 (Opt)	Year 5 (Opt)
1037 - Tru-Spec 24/7 Ascent Duty Pants or equivalent (Navy), all size ranges			
1037 - Tru-Spec 24/7 Ascent Duty Pants or equivalent (Navy), all range of plus sizes			
1108 - Tru-Spec 24/7 Ascent Duty Shorts or equivalent (Navy), all range of sizes			
1108 - Tru-Spec 24/7 Ascent Duty Shorts or equivalent (Navy), all range of plus sizes			
6501-1 Boston Leather Duty Belt with silver or gold buckle, all sizes			
48073-724 5.11 Responder High Vis Parka, NO Equivalent, sizes small through x-large			
48073-724 5.11 Responder High Vis Parka, NO Equivalent, sizes 2 x-large through 4 x-large			
Range of 6 duty boots within similar price range. Examples of current boots purchased below. *The City reserves the right to not purchase these boots:			
12391-019 5.11 ATAC 2.0 8" side zipper Boot*			

12313 5.11 Evo 6" Side Zip Boots*			
Rocky 2091 Side Zip Boots*			
Rocky 6300 slip on Boot*			
2173 Rocky Alpha Force Side Zip Boots*			
Tactical Research FATT MAXX side zip Boot*			
Total Cost for Single Purchase of Duty Uniforms (boots not included):			
Class A Uniforms (NO EQUIVALENCY-EXACT MATCH ONLY)			
Anchor 226BL Double Breasted Black, All sizes			
Anchor 229BL Dress Pants – Black, All sizes			
3203 Southeastern White S/S Poly Cotton Shirt, All sizes			
3202 Southeastern Blue S/S Poly Cotton Shirt, All sizes			
9202 Southeastern Blue S/S Polyester Shirt, All sizes			
9203 Southeastern White S/S Polyester Shirt, All sizes			
3103 Southeastern White L/S Poly Cotton Shirt, All sizes			
3102 Southeastern Blue L/S Poly Cotton Shirt, All sizes			
9102 Southeastern Blue L/S Polyester Shirt, All sizes			
9103 Southeastern White L/S Polyester Shirt, All sizes			
5055 - Rothco High Gloss Shoes, All sizes			
90440 - Samuel Broome Zipper Tie- Black, All sizes			
Total for Single Purchase of a Class A Uniforms:			
Total for Proposal:			

Please complete the above proposal sheet which outlines the cost.

By: _____ Title: _____

Signature: _____ Date: _____

Address: _____ Telephone: _____

Email: _____

Exhibit C

Authority to execute a contract

A RESOLUTION

FOR THE PURPOSE OF AUTHORIZING _____ TO EXECUTE AN CONTRACT WITH SPARTANBURG CITY

WHEREAS, _____ will or has submitted a bid/proposal to Spartanburg City of Spartanburg for the purpose of providing goods or services; and

WHEREAS, _____ may be or has been awarded a contract to provide good or services to Spartanburg City of Spartanburg; and

WHEREAS, _____ Type of Organization is :

Check the applicable box):

- Sole Proprietorship
- Partnership
- Corporate entity (not tax-exempt)
- Corporate entity (tax-exempt)
- Government entity (Federal, State or Local)
- Other _____

NOW THEREFORE BE IT RESOLVED that the Board of Directors (or other appropriate

governing body) of _____ does hereby approve and authorize
(Company's Name)

_____ to execute a contract with Spartanburg City of Spartanburg
(Name of Individual)

in an amount not to exceed \$ _____.

ADOPTED AND APPROVED this ____ day of _____, 20__.

Name of Organization: _____

By: _____ (signature) _____ (printed)

Title: _____

Exhibit D

**CITY OF SPARTANBURG, SC
Bidder Conflict of Interest Disclosure Form**

The information called for in this questionnaire is for use by the City of Spartanburg in connection with its risk assessment procedures and related activities

Does your organization have any officers, managers, employees, or officials that are related to any employees, officials, board members, committee members or City Council Members of the City of Spartanburg, SC?

____ **No** (Please sign the certification below and promptly return this page with the W-9)

____ **Yes** (Please sign and provide the name(s) of the individual(s))

CERTIFICATION

I certify that the information herein supplied in response to this questionnaire is complete and correct to the best of my knowledge and belief and understand that the information submitted is subject to audit and verification by the City of Spartanburg.

Name of Authorized Official

Title of Authorized Official

Date

Signature

Phone

Email Address

Exhibit E

DRUG FREE WORKPLACE ACT STATEMENT

The undersigned hereby certifies on behalf of the company listed below that it is in full compliance with the requirements set forth in Title 44, Code of Laws of South Carolina, 1976, Chapter 107, Paragraph 47 and the Drug-Free Workplace Act of 1988 (Public Law 100-690, title V, Sec. 5153, as amended by Public Law 105-85, Div. A, Title VIII, Sec. 809, as codified at 41 U.S.C. § 702) and Department of Commerce implementing regulations published at 15 CFR Part 29, "Government-wide Requirements for Drug-Free Workplace (Financial Assistance)" (published in the Federal Register on November 23, 2003, 68 FR 66534).

Name of Corporation or Entity _____

By: _____ (Signature) _____ (Print)

Title: _____

Date: _____

Exhibit G

EXPERIENCE/ REFERENCES

List five jobs, similar in size, completed by Proposer. List dollar amount, brief description reference name and phone number for each job.

- a. Name of Project: _____
Owner/Engineer: _____
Telephone No.: _____
Address: _____
Date Started: _____ Date Completed: _____
Value of Contract: _____
Project Description: _____
- b. Name of Project: _____
Owner/Engineer: _____
Telephone No.: _____
Address: _____
Date Started: _____ Date Completed: _____
Value of Contract: _____
Project Description: _____
- c. Name of Project: _____
Owner/Engineer: _____
Telephone No.: _____
Address: _____
Date Started: _____ Date Completed: _____
Value of Contract: _____
Project Description: _____

Exhibit H

AFFIDAVIT OF NON-COLLUSION

I state that I am _____ (title) of _____ (name of firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this Offer.

I state that:

- (1) The price(s) and amount of this Offer have been arrived at **independently and** without consultation, communication or agreement with any other Proposer or potential Proposer.
- (2) That neither the price(s) nor the amount of this Offer, and neither the approximate price(s) nor approximate amount of this Offer, have been disclosed to any other firm or person who is a Proposer or potential Proposer, and they will not be disclosed before Solicitation opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit an Offer higher than this Offer, or to submit any intentionally high or noncompetitive Offer or other form of complementary Offer.
- (4) The Offer of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Offer.
- (5) _____ (name of firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted of or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as described in the attached appendix.

I state that _____ (name of firm) understands and acknowledges that the above representations are material and important, and will be relied on **by the City of Spartanburg** in awarding the contract(s) for which this Offer is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the **City of Spartanburg** of the true facts relating to the submission of Offers for this contract.

(Authorized Signature)

(Name of Company/Position)

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary

My Commission Expires: _____