

REQUEST FOR PROPOSALS

**CITY OF CONROE
RFP # 0615-2023 FD UNIFORMS**



**CITY OF CONROE
P.O. BOX 3066
CONROE, TEXAS 77305**

RESPONSES DUE JUNE 15, 2023

CITY OF CONROE PURCHASING DEPARTMENT

NOTICE FOR REQUEST FOR PROPOSALS

The City of Conroe will receive Sealed Proposals, electronically through Vendor Registry or delivered manually, in **quadruplicate** for the Fire Department Uniform Bid in Montgomery County, Texas. The RFPs shall be appropriately marked “**0615-2023 FD Uniforms**” and delivered to the City Secretary 300 West Davis, 3rd Floor, Conroe, Texas 77301 or submitted electronically at www.cityofconroe.org/departments/purchasing/current-proposal-bid-opportunities through vendor registry.

RFPs are due on **THURSDAY, June 15, 2023 at 2:00 p.m.** at which time they will be publicly opened and the names of the vendors read aloud in the 1st floor Council Chamber, 300 West Davis St. Conroe Texas. RFPs received after the specified time and date will be returned unopened.

Specifications and RFP documents may be reviewed and downloaded online at www.cityofconroe.org/departments/purchasing/current-proposal-bid-opportunities through the vendor registry. Questions concerning this bid shall also be submitted on vendor registry.

No RFP may in any way qualify, modify, substitute or change any part of the specifications or contract documents.

For Vendor Registry information please visit:

www.cityofconroe.org/departments/purchasing/how-to-do-business .

Pursuant to Government Code Chapter 252 the City of Conroe may enter into a contract with the offeror meeting all the qualifications and specifications that submits the RFP that offers the best value to the City considering the selection criteria and weighted value set forth in the request for proposals and the ranking evaluation of the proposals received. The City reserves the right to reject any and all RFPs and to waive informalities in submission of RFPs.

CC: 5/29/23 & 6/5/23

CITY OF CONROE, TEXAS

City of Conroe Fire Department

Uniform Bid

General Information

SCOPE:

The Conroe Fire Department (CFD) is seeking to find pricing for all aspects of CFD uniform's including daily and Class "A" uniforms. CFD will include in this information the uniform specifications in question. The pricing from this bid will provide the budgetary information in deciding CFD's new uniform standard and vendor selection.

TERM OF CONTRACT:

This contract will commence upon the award of the contract. The contract will expire one (1) year from that date

RENEWAL OPTION:

Upon mutual agreement between CFD and the Vendor, before the expiration date of the contract, this contract may be renewed for five (5) additional one-year periods. Renewal shall be subject to all terms, conditions, requirements, and specifications as listed herein, unless noted and agreed to, by both parties. Price escalations may be applicable if vendor can prove with written documentation substantiating such increases, increases/ changes that are industry-wide and beyond the control of the vendor. To exercise optional renewal extension, CFD will give vendor notice within 90 days of contract expiration.

TERMINATION:

CFD reserves the right to terminate the contract at any time at the discretion of CFD.

SEALED PROPOSALS:

Vendors shall submit electronic RFP responses through Vendor Registry.

All questions must be asked through Vendor Registry.

After reading and comprehending the above requirements on this page, please initial below.

Initial _____

ETHICAL STANDARD: THESE FORMS MUST BE COMPLETED WITH YOUR BID RESPONSE

No City official or employee shall have interest in any contract resulting from this bid. Individuals with a possible conflict will enact a public disclosure record by completing a "Statement of Financial Interest" form.

Refer to "Project Number and Title" on the 1295 form. Example forms are included with this Bid.

- 1295 certificate of Interested Parties (Must be completed on the Texas Ethics Commission Website electronically)
- Conflict of Interest Questionnaire
- HB 89 Verification Form
- SB 19 Verification Form
- SB13 Verification Form
- SB 252 Verification Form – Enter your company name and bid title, Purchasing will validate the form.

The forms stated above MUST be returned as part of your Bid response. Failure to include these forms may result in your Bid being considered unresponsive and therefor disqualified. Sample copies of these forms are included in the Bid. The web address to the Texas Ethics Commission website with instructions is listed below:

(Sample Forms are attached)

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

IF you are awarded a state contract through a Co-op please state the co-op, contract number and note that the pricing you provide is from the state contract.

After reading and comprehending the above requirements on this page, please initial below.

Initial _____

**City of Conroe Fire Department
Uniform Bid
Specifications**

GENERAL REQUIREMENTS

If quantities are listed, the quantities should be considered as approximate and based on the best available information. The vendor may not limit an order or shipment of an order with a "Minimum Dollar Amount or Quantity Amount." In reference to new product/service bids, quantity usage may be stated as one or more.

When "Extended Prices" and/or "Grand Total" are listed in the bid and there is an error in the mathematical calculations, the unit price shall govern for evaluation purposes.

It is not the intent of CFD to limit or restrict bids, but to establish a desired level of quality, service, and performance or to meet a pre-established standard due to like or existing items.

Usage Report: Upon request, the vendor will provide a report of items purchased on this contract, at no charge to CFD.

If applicable, Materials Safety Data Sheet(s) must be furnished as required to comply with the law.

Samples may be requested by CFD during bid evaluation and will be free to the CFD. Failure to provide samples on a timely basis could provide justification for rejection of bid.

If the vendor is a current CFD vendor, existing uniforms\wear tests will be used to demonstrate the quality and workmanship of the vendor.

CFD reserves the right to determine equals.

Pricing must be all inclusive, inside delivery, alteration options, etc.

All standard CFD Terms and Conditions apply unless stated otherwise.

All orders will be issued on an **"AS NEEDED"** basis.

CFD does not guarantee an order.

If a bidder does not wish to bid at this time but wishes to remain on the bid list for this commodity, please submit a "NO BID" following the same procedures indicated for bidding.

No addendum will be issued three (3) days prior to bid opening date unless otherwise approved by the Purchasing Agent.

CFD reserves the right, at our discretion, to utilize this contract or to go out for bid in lieu of utilizing this contract for any future projects of similar or same service(s). Bids will be considered irregular if they show any omissions, alteration of form, additions or conditions not

After reading and comprehending the above requirements on this page, please initial below.

Initial _____

called for or irregularities of any kind. However, CFD reserves the right to waive any irregularities and to make award in the best interest of CFD.

All bids must be submitted on the attached Bid Form. CFD will not enter into any contract where the cost is provisional upon such clauses as "escalator" or "cost-plus" clauses.

SPECIAL REQUIREMENTS:

When uniform items are issued to uniformed employees, contractor agrees that such issuance shall only be to authorized CFD personnel. Contractor must exercise reasonable security precautions to prevent theft or any unauthorized taking of any uniform items. In the event of such loss, contractor must notify the CFD immediately.

The successful bidder agrees that their facilities will be open and operating on a five (5) day per week basis, excluding holidays and weekends, year round.

A tailor or seamstress or other qualified personnel must be able to take measurements on CFD premises at least twice a month if not more. A female employee may be requested to be available to measure female employees. All alterations for in-stock inventory items must be made within seven (7) business days of the call for such service from the user. The cost for all alteration options shall be included in the price bid for each item.

The successful bidder shall measure CFD employees for uniform size at any CFD facility. A list of facilities will be attached. The location for Fire Administration is 700 Metcalf Street, Conroe, Texas 77301.

Alterations, such as but not limited to, maternity panels, waist tapers, shirt tapers, crotch tapers, waist let outs, tails added or docked, hems, etc. may be necessary to ensure a proper and professional appearance. The cost for any alterations shall be included in the price bid for each item. Alternatively, vendor may include specific alteration prices. Preference may be given to the vendor who includes these in base price.

The successful bidder must have a distribution facility that will stock the required inventory items as specified in the bid specifications.

The successful bidder is expected to maintain a level of sufficient inventory adequate to satisfactorily service CFD's account at the distribution facility within forty-five (45) calendar days after notification of award. The in-stock inventory minimum level requirements shall be five (5) percent of authorized staffing and must consist of the following items, sizes and quantities as indicated in the bid specifications.

VENDOR REQUIRED TO SUBMIT:

If a bid is submitted for a brand of uniform other than what is specified in the specifications, the bidder is required to provide samples with the bid for evaluation purposes. Other samples may be requested during bid evaluation. All samples submitted will be at no cost to CFD.

All shipping/transportation charges for samples shall be borne by the vendor. If possible, samples are to be shipped in one box/container. All sample containers are to be clearly marked. After reading and comprehending the above requirements on this page, please initial below.

Initial _____

with the vendor's name and appropriate bid number. CFD assumes no responsibility for the handling of samples in any manner.

PRODUCT QUALITY:

- A. Only first quality materials and other components are to be used in the manufacture of all items in this Request for Bid. No "seconds," "irregulars," "job lots," etc. will be accepted.
- B. The successful bidder must guarantee their product against any defect in workmanship or materials. Failure to comply shall result in return of merchandise within thirty (30) days at the expense of the bidder for prompt replacement with merchandise that meets the specifications of this bid.
- C. Bidder shall submit letter with bid from manufacturer's local representative (on manufacturer's letterhead) stating bidder is in good standing and is a distributor of their product.

SERVICE PERFORMANCE/QUALITY ASSURANCE:

DELIVERY:

- A. Delivery date or availability is important to CFD and may be required to be a part of each bid item. CFD considers delivery time to be that period elapsing from the time the individual order is placed until that order is received by the CFD at the specified delivery location. The delivery date indicates a guaranteed delivery to CFD facilities. The delivery time will be 2 weeks from the date the individual order is placed. **Failure of the bidder to meet guaranteed delivery dates or service performance could affect future CFD orders.**

The CFD reserves the right to demand penalty to guarantee delivery by the date indicated. If order is given and the Bidder fails to furnish the materials by the guaranteed delivery date indicated, the CFD reserves the right to cancel the order without liability on its part.

A **packing list** shall accompany each shipment and shall show:

- CFD purchase order number
- Name and address of vendor
- Name Description of material shipped, including item numbers, quantity, etc

- B. Delivery, shipping, freight and other related charges shall be at no cost to CFD.
- C. It shall be the successful bidder's responsibility to meet the CFD's delivery requirements, even if the bidder finds it necessary to purchase on the open market or incur additional freight costs at no charge to CFD.

LIQUIDATED DAMAGES FOR LATE DELIVERY

Failure to meet the delivery schedule as specified above may result in liquidated damages for late delivery of \$5.00 per day/per item for each day of delay, if such delay is caused by any reason other than those approved in writing by CFD designee. The successful bidder also After reading and comprehending the above requirements on this page, please initial below.

Initial _____

agrees that CFD may deduct and retain such late delivery fees out of the applicable billing for this service. An exception for late delivery will be applied if the vendor can provide a letter from the manufacturer stating there is a shortage / outage.

PACKAGING

All deliveries must be packaged individually and must clearly identify the employee's name, sizes enclosed and purchase order number.

PRODUCT DISCONTINUANCE:

In the event a product is discontinued by the manufacturer, CFD, at its sole discretion may allow the successful bidder to provide a substitute for the discontinued item. The successful bidder shall request permission to substitute a new product and provide the following:

- Documentation from the manufacturer that the product has been discontinued;
- Documentation that names the replacement product;
- Documentation that provides clear and convincing evidence that the replacement meets or exceeds all specifications required by the original request for bid;
- Documentation that provides clear and convincing evidence that the replacement will be compatible with all the functions or uses of the discontinued product; and
- Documentation confirming that the price for the replacement is the same as or less than the discontinued product.

RETURN/EXCHANGE POLICY:

Any garment not worn or laundered may be returned, with or without patches sewn, striping applied, epaulets converted or pants hemmed with no questions asked. No restocking fees will be assessed on any returns.

Each ordering department may return non-conforming or defective products to the successful bidder at no charge to CFD. Immediate pick up and replacement is expected if required by CFD. If the non-conforming or defective production is not picked up within twenty-five (25) calendar days after notification by CFD, the item(s) will become the property of CFD at no cost.

EXPERIENCE:

- A. The successful bidder and their designated representative must have a minimum of three (3) years experience in their respective fields and be able, upon demand, to provide documentation of it to CFD.
- B. Bidder's experience: Bidder certifies that they are engaged in a full-time business operation for this type of service. Bidder will supply, with the bid, the name, address and contact name for six (6) firms, comparable to CFD in size, to which it has provided these types of services in the past or which it is currently under contract with.

ONLINE ORDERING AND REPORTING SYSTEM:

After reading and comprehending the above requirements on this page, please initial below.

Initial _____

Vendor must have a computerized online-enabled system within 1 year of approval of contract. This system shall be able to view historical data, such as dollars spent within any date range by agency and/or at a per person level.

The system shall include, but not be limited to the following features:

- a) View and change (if permitted) employee sizes stored on file.
- b) View contract specific items with easy, quick order ability.
- c) View special quotes created by vendor and place orders from them.
- d) Set spending limits for individuals if desired and monitor balances.
- e) Ability to upload files specific to the agency of orders, such as copies of Purchase Orders, image files for patches, etc.)
- f) Ability to place one order for multiple employees, specify which items are for which employees, then have the item breakdown listed on all order material such as invoices and packing slips.
- g) Ability to submit online customer service/support tickets for account questions or order related questions.
- h) Ability to setup return authorizations on qualifying products and track their status.

EVALUATION CRITERIA:

Shall include, but is not limited to the following. Each criteria is weighed at the listed percentage when calculating the overall scoring of each bidder:

- Pricing – 15%
- Product Evaluation – 25%
- Warehousing and Delivery capabilities -15%
- Vendor’s past performance with CFD – 25%*
- Special needs and requirements of CFD – 10%
- Location of vendor – 10%

*if the bidder has no prior experience with CFD, the 25% from that criterion will be equally distributed to the remaining five criteria.

CFD reserves the right to make all awards in a manner determined to be in the best interest of CFD.

Each bidder is not required to bid all sections. Bidders must bid the exact items specified in all sections. Partial Bid awards may occur. However, bidders that can provide service for all sections may be given preference.

GENERAL UNIFORM SPECIFICATIONS:

CFD is requesting bids for uniforms. The products bid should meet or exceed the following specifications:

1. CFD may award partial bids. Bidders may bid items they only wish to provide.
Initial _____
2. All garment details not specifically described herein, tailoring, styling, construction, materials and components must match the standard reference sample.
Initial _____

After reading and comprehending the above requirements on this page, please initial below.

Initial _____

3. Samples may be required after the time of the bid opening. For example, a sample may be required if an alternate bid is submitted for a brand of uniform other than what is specified in the specifications. Samples must be delivered to CFD within seven (7) days of request.

Initial _____

4. Samples may be subjected to testing at the discretion of the CFD Professional Standards Committee. Bidders are responsible for all testing costs of their sample garments.

Initial _____

5. Bidders must enclose evidence (dated manufacturers catalogs or similar) that this item is currently a commercial in-stock style. The successful bidder will provide a full size run of try-on garments within ten (10) days for agency approval.

Initial _____

6. Garments will have a warranty covering (at minimum) defects in materials and workmanship for one (1) year.

Initial _____

7. CFD prefers garments that are manufactured to ISO 9001 quality assurance standard (AG0403).

Initial _____

8. Patch specification for uniform shirts – Emblems will be furnished by CFD to be sewn on all shirts and jackets at no additional cost to CFD. Emblems to be sewn on as follows: CFD service patch – left sleeve. All shirts are to have the shoulder patch sewn ½” down. Special request for additional CFD patch sewn on right sleeve may be requested at times and should be included in the price of the shirt at no additional cost.

Initial _____

9. Zipper for button up shirts – This is optional per employee and should be included as an alteration option. All should be either black/navy/white in color and YKK or equivalent.

Initial _____

10. Samples of embroidered CFD logos must be submitted in color.

Initial _____

After reading and comprehending the above requirements on this page, please initial below.

Initial _____

UNIFORMS AND OUTERWEAR

A check mark (√) in the space provided indicates compliance with that specification. Failure to check all items could result in rejection of the entire bid. All deviations from specifications must be documented separately and included with the bid package. All uniforms pants are Navy Blue and dress shirts are light blue. Vendor will specify all available alteration options and costs per option on separate letter.

| | Specification | √ Indicates Compliance | Available Size Range | Comments |
|--------|---|------------------------|----------------------|----------|
| Item A | Gildan Dry Blend 8000 (Navy) Short Sleeve with CFD patch (silk-screened) on left chest front and CONROE FIRE RESCUE on back Conroe fire department supports our troops / w battle flag (silk screen) on Left sleeve Name and rank on right chest (heat press) | | | |
| Item B | Gildan Dry Blend 8400 (Navy) Long Sleeve with CFD patch (silk-screened) on left chest front and CONROE FIRE RESCUE on back Conroe fire department supports our troops / w battle flag (silk screen) on Left sleeve Name and rank on right chest (heat press) | | | |
| Item C | Short Sleeve Dress Shirt (CFD) Horace Small Medium Blue (#SP66MB) with CFD patch on left shoulder with or without zipper | | | |
| | Short Sleeve Dress Shirt (CFD) Liberty Uniform White (732MWH) with CFD patch on left shoulder with or without zipper | | | |
| Item D | Long Sleeve Dress Shirt (CFD) Horace Small Medium Blue (#SP56MB) with CFD patch on left shoulder with or without zipper | | | |
| Item E | Long Sleeve Dress Shirt (CFD) Liberty Uniform White (722MWH) with CFD patch on left shoulder with or without zipper | | | |
| Item F | Short Sleeve Dress Shirt (FMO) Horace Small Dark Navy (#SP66DN) or White (#SP66WH) with Conroe Fire Marshal patch on both shoulders | | | |
| Item G | Long Sleeve Dress Shirt (FMO) Horace Small Dark Navy (#SP56DN) or White (#SP56WH) with Conroe Fire Marshal patch on both shoulders | | | |
| Item H | WORKRITE 400NX75NB 7.5 OZ NOMEX IIIA INDUSTRIAL PANT | | | |
| Item I | WORKRITE 402NX75NB 7.5 OZ NOMEX IIIA FULL-CUT INDUSTRIAL PANT | | | |
| Item J | WORKRITE 401NX75NB 7.5 OZ NOMEX IIIA | | | |

| | | | | |
|--------|--|--|--|--|
| | WOMENS INDUSTRIAL PANT | | | |
| Item K | Tactical Pants - Navy 5.11 Apex Uniform Pant - Navy | | | |
| Item L | Horace Small New Dimensions Plus 4 pocket trouser womens pant (HS2735) Dark Navy | | | |
| Item M | Horace Small New Dimension Plus 4 pocket trouser (HS2734) Dark Navy | | | |
| Item N | FMO Tactical Pants - Tan 5.11 Apex Uniform Pant - Tan | | | |
| Item O | Belt DutyMan Leather 1211U Belt | | | |
| Item P | 5.11 Job Shirt 2.0 Fire Navy (72535) w/Conroe FD Logo embroidered on left front and Name / Rank embroidered on right front | | | |
| Item Q | ¼ Zip Sport- Tek True Navy (ST253) w/Conroe FD Logo embroidered on left front and Name / Rank embroidered on right front | | | |
| Item R | Winter Jacket (CFD) Port Authority Winter Jacket Black/Black w/silver stripe and CONROE FIRE in silver on back and CFD patch on left shoulder | | | |
| Item S | Winter Jacket (FMO) Port Authority Winter Jacket Black/Black w/silver stripe and CONROE FIRE MARSHAL in silver on back and FMO patch on both shoulders | | | |
| Item T | Collar Brass (CFD) Smith & Warren clutch back CFD Collar Brass (C501M) (Silver "C.F.D." - 1/2" letters) - pair | | | |
| Item U | Collar Brass (Lieutenant) Heroes Pride single bugle (sku4443) - pair | | | |
| Item V | Collar Brass (Battalion Chief) Heroes Pride cross bugles (sku4445) - pair | | | |
| Item W | Collar Brass (Assistant Chief) Heroes Pride 4-cross bugles (sku4447) - pair | | | |
| Item X | Collar Brass (Deputy Chief) Heroes Pride, 3-crossed bugles sku 4446 | | | |
| Item Y | Collar Brass (Fire Chief) Heroes Pride 5-crossed bugles (sku4448) - pair | | | |
| ItemZ | Badge (Firefighter) Smith/Warren S230 | | | |

| | | | | |
|---------|--|--|--|--|
| | Rhodium w/C197B | | | |
| Item AA | Badge (Engine Operator) Smith/Warren S230 Rhodium w/Gold C196 in Gold/Blue Enamel | | | |
| Item BB | Badge (Lieutenant) Smith/Warren S230 Gold w/C181B | | | |
| Item CC | Badge (Battalion Chief) Smith/Warren S230 Gold w/C175B | | | |
| Item DD | Badge (Assistant Chief) Smith/Warren S230 Gold w/C187R | | | |
| Item EE | Badge (Fire Chief) Smith/Warren S230 Gold w/C189R | | | |
| Item FF | Badge (Deputy Chief) Smith & Warren S230 Gold w/C177R | | | |
| Item GG | Badge (probationary Firefighter) Smith & Warren S230 Rhodium w/C190P | | | |
| Item HH | Short Beanie (KN550-NAVY) W/ Conroe Fire embroidered | | | |
| Item II | Long Beanie (KN400-NAVY) W/ Conroe Fire embroidered | | | |
| Item JJ | Rain Jacket - Tingley Hi Viz Jacket w/ Liner Class 3 Icon 3.1 (J24172) w/ Conroe Fire Rescue on back (top) and First initial, last name at bottom. | | | |
| Item KK | Safety Vest - OccuNomix LUX-DOR Type P Class 2 DOR Public Safety Vest w/ Conroe Fire (top back) first initial last name at bottom | | | |
| Item LL | Dress Shoes - Thorogood Uniform Classics, Poromeric oxford, style#831-6031 | | | |
| Item MM | Polo - White 5.11 Tactical Jersey Short Sleeve style 71182 w/ CFD Patch embroidered on Left Chest, Name and Rank embroidered on Right Chest | | | |
| Item NN | Name Plates - various 1/2" X 2 1/2" w/ Clutch | | | |

| | | | | |
|---------|---|--|--|--|
| | Back, name and rank | | | |
| Item OO | Ball Cap - Richardson 112 solid navy embroidered w/ Conroe Fire on front and first initial, last name on back | | | |
| Item PP | Ball Cap - New Era NE1121 in various sizes solid navy embroidered w/ Conroe Fire on front and first initial, last name on back | | | |
| Item QQ | Class A Dress Coat - Flying Cross single breasted dress coat F1-38800 Navy | | | |
| Item RR | Class A Pant - Flying Cross command 100% polyester serge pants | | | |
| Item SS | Class A Dress Cap - Bayly Bell (Both navy and White) | | | |
| Item TT | Class A Dress Cap - Badges (various / by rank) | | | |
| Item UU | Class A Tie - Various sizes clip on | | | |
| Item VV | Under Vest Short Sleeve Polo FMO - Horace Small Pro-Ops Uniform Base Layer Dark Navy HS5538 w/ FMO Badge embroidered on left chest, name and rank on Right chest, FMO Patch on both sleeves | | | |
| Item WW | Under Vest Long Sleeve Polo FMO - Horace Small Pro-Ops Uniform Base Layer Dark Navy HS5537 w/ FMO Badge embroidered on left chest, name and rank on Right chest, FMO Patch on both sleeves | | | |
| Item XX | Ballistic Vest Cover FMO - Horace Small Pro-Ops external ballistic vest cover dark navy HS3557 | | | |

BID COMPLIANCE CHECKLIST

| | |
|------------------------|---|
| √ Indicates compliance | A check mark (√) in the space provided indicates compliance with that specification. Failure to check all items could result in rejection of the entire bid. All deviations from specifications must be documented separately included with bid package. |
| | 1. Prices shall include all charges for freight, F.O.B. and inside delivery. |
| | 2. Warranty information must be explained in detail in the spaces provided on the Bid Forms. Failure to disclose all warranty information could result in complete rejection of bid or cancellation of contract if awarded. |
| | 3. Quantities indicated on the Bid Forms are for confirmation and comparison purposes only. CFD reserves the right to increase or decrease actual quantities to meet its actual needs without any adjustment in bid price. |
| | 4. When “Extended Prices,” “Net Totals” and/or “Grand Total,” are listed in the bid and there is an error in the mathematical calculations, the unit price shall govern for evaluation purposes. |
| | 5. Bidder shall submit letter from manufacturer (on the manufacturer’s letterhead) stating bidder is in good standing and is a distributor of their product. |
| | 6. Bidders are responsible for reading the entire bid package and complying with all specifications, including those not specifically listed in this checklist. |
| | 7. If bidder is submitting electronically, a copy on CD must be provided in addition to 1 hard copy of the spreadsheet. |

The undersigned affirms that they have read and understand the conditions/specifications listed above and hereby agrees to these conditions/specifications as marked.

Authorized Representative's Name (Printed)

Signature of Authorized Representative

CFD BID FORM

VENDORS MUST COMPLETE BID FORMS FOR THOSE ITEMS IN WHICH THEY CHOOSE TO BID. PRIOR APPROVAL FROM CALVIN HON MUST BE OBTAINED BEFORE SUBMISSION OF VENDOR'S OWN BID FORM. FAILURE TO ACQUIRE PERMISSION MAY DISQUALIFY BIDDER.

DESCRIPTION/SPECIFICATIONS: PURCHASE OF UNIFORMS FOR CFD

DELIVERY: All delivery and freight charges (FOB CFD destination) are to be included in the bid price.

While in transit, the successful vendor will pay all transportation costs and will assume all risk of loss.

The vendor is required to fill out the price per unit and extended total.

CFD RESERVES THE RIGHT TO INSPECT ALL ITEMS BEFORE ACCEPTING AND TO RETURN ALL ITEMS THAT DO NOT FOLLOW THESE SPECIFICATIONS.

Bidder must state the brand quoted even if bidder is providing the brand specified.

CFD reserves the right to accept or reject all or any part of the bid submitted.

Payment Terms: Net 30 after receipt of product(s), material(s), service(s) or invoice(s), whichever is later.

In addition to all other warranties, whether expressed or implied herein, Vendor warrants to CFD that items and/or services furnished hereunder will be of good quality and new unless otherwise required or permitted and that the work will be free from defects and will conform to the requirements of the Contract Documents. Items and/or services not conforming to these requirements shall be deemed defective.

Bidders will fill out the following bid form in its entirety. Failure to do so may result in bid disqualification.

PRICING

- **A separate Excel spreadsheet will be available for download and can be used to submit the chart below electronically.**

| | Specification | √ Indicates Compliance | Available Size Range | Comments |
|--------|---|------------------------|----------------------|----------|
| Item A | T-Shirt Hanes Beefy-T 5180 (Navy) Short Sleeve with CFD patch (silk-screened) on front and CONROE FIRE RESCUE on back | | | |
| Item B | Long Sleeve T-Shirt Hanes Beefy-T 5186 (Navy) Long Sleeve with CFD patch (silk-screened) on front and CONROE FIRE RESCUE on back | | | |
| Item C | Short Sleeve Dress Shirt (CFD) Horace Small Medium Blue (#SP66MB) or White (#SP66WH) with CFD patch on left shoulder | | | |
| Item D | Long Sleeve Dress Shirt (CFD) Horace Small Medium Blue (#SP56MB) or White (#SP56WH) with CFD patch on left shoulder | | | |
| Item E | Short Sleeve Dress Shirt (FMO) Horace Small Medium Blue (#SP66MB) or White (#SP66WH) with Conroe Fire Marshal patch on both shoulders | | | |
| Item F | Long Sleeve Dress Shirt (FMO) Horace Small Medium Blue (#SP56MB) or White (#SP56WH) with Conroe Fire Marshal patch on both shoulders | | | |
| Item G | WORKRITE 400NX75NB 7.5 OZ NOMEX IIIA INDUSTRIAL PANT | | | |
| Item H | WORKRITE 402NX75NB 7.5 OZ NOMEX IIIA FULL-CUT INDUSTRIAL PANT | | | |
| Item I | WORKRITE 401NX75NB 7.5 OZ NOMEX IIIA WOMENS INDUSTRIAL PANT | | | |
| Item J | FMO Tactical Pants - Navy 5.11 TacLite Pro | | | |

| | | | | |
|--------|---|--|--|--|
| | Uniform Pant - Navy | | | |
| Item K | FMO Tactical Pants - Tan 5.11 TacLite Pro Uniform Pant - Tan | | | |
| Item L | Belt DutyMan Leather 1211U Belt | | | |
| Item M | Sweatshirt Navy Blue w/Conroe FD Logo embroidered on left front and Name embroidered on right front | | | |
| Item N | Winter Jacket (CFD) Port Authority Winter Jacket Black/Black w/silver stripe and CONROE FIRE in silver on back and CFD patch on left shoulder | | | |
| Item O | Winter Jacket (FMO) Port Authority Winter Jacket Black/Black w/silver stripe and CONROE FIRE MARSHAL in silver on back and FMO patch on both shoulders | | | |
| Item P | Collar Brass (CFD) CFD Collar Brass (Silver "C.F.D." - 1/2" letters) - pair | | | |
| Item Q | Collar Brass (Lieutenant) Officer Collar Brass C115S (Gold Bugles) - pair | | | |
| Item R | Collar Brass (Battalion Chief) Officer Collar Brass C118S (Gold Bugles) - pair | | | |
| Item S | Collar Brass (Assistant Chief) Officer Collar Brass C122S (Gold Bugles) - pair | | | |
| Item T | Collar Brass (Fire Chief) Officer Collar Brass C121S (Gold Bugles) - pair | | | |
| Item U | Badge (Firefighter) Smith/Warren S230 Rhodium w/C197B | | | |
| Item V | Badge (Engine Operator) Smith/Warren S230 Rhodium w/Gold C196 in Gold/Blue Enamel | | | |

| | | | | |
|---------|--|--|--|--|
| Item W | Badge (Lieutenant) Smith/Warren S230 Gold w/C181B | | | |
| Item X | Badge (Battalion Chief) Smith/Warren S230 Gold w/C175B | | | |
| Item Y | Badge (Assistant Chief) Smith/Warren S230 Gold w/C187R | | | |
| Item Z | Badge (Fire Chief) Smith/Warren S230 Gold w/C189R | | | |
| Item AA | Winter hats These are a toboggan style | | | |
| Item AB | Sweat Shirts | | | |

Please specify: Inside delivery date to be _____ days after order is placed.

Payment Section

On a separate letter, describe payment options including credit card payments and surcharges.

Warranty Section

In your words, explain in a separate letter, your warranty terms and process for defective or unwearable products.

The vendor may not limit an order or shipment of an order with a "Minimum Dollar Amount."

Are all bid Specifications met? Yes_____ No_____

If requested, can you provide insurance required for the following:

- (a) Workers' Compensation Yes____ No____
- (b) Comprehensive General Liability Yes____ No____
- (c) Automobile Liability Insurance Yes____ No____

Are you involved in any lawsuit regarding uniforms? Yes_____ No_____

Submitted by:

Company Name: _____

Address: (Mailing) _____

(Physical) _____

Telephone: _____ Contact: _____

(PRINT)

Fax Number: _____ Email: _____

Officer's Signature

COMMENTS:

ADDENDUM(S)

If applicable, bidder acknowledges receipt of the following Addenda:

Addendum #1 _____ Date _____

Addendum #2 _____ Date _____

Addendum #3 _____ Date _____

Addendum #4 _____ Date _____

Company Name _____

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

OFFICE USE ONLY

Complete Nos. 1 - 4 and 6 if there are interested parties.
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.

| 4 Name of Interested Party | City, State, Country (place of business) | Nature of Interest (check applicable) | |
|-------------------------------|---|---------------------------------------|--------------|
| | | Controlling | Intermediary |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

5 Check only if there is NO Interested Party.

6 AFFIDAVIT I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

 Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20 _____, to certify which, witness my hand and seal of office.

 Signature of officer administering oath Printed name of officer administering oath Title of officer administering oath

ADD ADDITIONAL PAGES AS NECESSARY

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

_____ (“Company or Business Name”)
House Bill 89 Verification

I, _____ (Person name), the undersigned representative of _____(Company or Business Name) hereafter referred to as “Company”; being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract.

Pursuant to Section 2270.001, Texas Government Code:

1. *“Boycott Israel” means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
2. *“Company” means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*

DATE

SIGNATURE OF COMPANY REPRESENTATIVE

On this the ____ day of _____, 20____, personally appeared _____, the above-named person, who after by me being duly sworn, did swear and confirm that the above is true and correct.

NOTARY SEAL

NOTARY SIGNATURE

Date

(bb) for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity's or association's status as a firearm entity or firearm trade association.

4. "Firearm" means a weapon that expels a projectile by the action of explosive or expanding gases.
5. "Firearm accessory" means a device specifically designed or adapted to enable an individual to wear, carry, store, or mount a firearm on the individual or on a conveyance and an item used in conjunction with or mounted on a firearm that is not essential to the basic function of the firearm. The term includes a detachable firearm magazine.
6. "Firearm entity" means:
 - (A) a firearm, firearm accessory, or ammunition manufacturer, distributor, wholesaler, supplier, or retailer; and
 - (B) a sport shooting range as defined by Section 250.001, Local Government Code.
7. "Firearm trade association" means any person, corporation, unincorporated association, federation, business league, or business organization that:
 - (A) is not organized or operated for profit and for which none of its net earnings inures to the benefit of any private shareholder or individual;
 - (B) has two or more firearm entities as members; and
 - (C) is exempt from federal income taxation under Section 501(a), Internal Revenue Code of 1986, as an organization described by Section 501(c) of that code.

DATE

SIGNATURE OF COMPANY REPRESENTATIVE

On this the ____ day of _____, 20__, personally appeared _____, the above-named person, who after by me being duly sworn, did swear and confirm that the above is true and correct.

NOTARY SEAL

NOTARY SIGNATURE

DATE

Senate Bill 13 Verification

I, _____ (Person name), the undersigned representative of _____ (Company or Business Name) hereafter referred to as "Company"; being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2274:

- (1) does not boycott energy companies; and
- (2) will not boycott energy companies during the term of the contract.

Pursuant to Section 2274.001, Texas Government Code:

- 1. "Boycott energy company" has the meaning assigned by Section 809.001.
- 2. "Company" has the meaning assigned by Section 809.001, except that the term does not include a sole proprietorship.

DATE

SIGNATURE OF COMPANY REPRESENTATIVE

On this the ____ day of _____, 20__, personally appeared _____, the above-named person, who after by me being duly sworn, did swear and confirm that the above is true and correct.

NOTARY SEAL

NOTARY SIGNATURE

DATE