



CITY OF FRISCO BEST VALUE BID NO. 1905-082  
**FIRE DEPARTMENT UNIFORMS**

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**BIDS ARE DUE TO THE OFFICE OF THE  
PURCHASING MANAGER PRIOR TO:**

**JUNE 20, 2019  
@ 2:00PM CST**

**NO LATE SUBMITTALS WILL BE ACCEPTED.**

Questions are to be sent to  
[purchasing@friscotexas.gov](mailto:purchasing@friscotexas.gov) prior to:

**June 6, 2019 @ 4:00PM CST**

**Bids must be supplied on CD or flash  
drive along with the original bid or  
submitted electronically via Bonfire,  
<https://friscotexas.bonfirehub.com>.**

For CD/flash drive and hard copy  
submittals, deliver or mail to:

**CITY OF FRISCO  
DANIEL FORD  
PURCHASING MANAGER  
6101 FRISCO SQUARE BLVD  
FRISCO, TX 75034**

This is a cooperative best value bid on behalf of the City of Frisco as the lead agency on behalf of the Cities of Wylie, Desoto and Ennis.

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For additional information concerning this bid please contact:

**Daniel Ford, CPPO, CPPB  
Purchasing Manager  
[dford@friscotexas.gov](mailto:dford@friscotexas.gov)  
972 292 5545**

**Steve Cone, CPPB  
Senior Buyer  
[scone@friscotexas.gov](mailto:scone@friscotexas.gov)  
972 292 5542**



## **BEST VALUE BID NUMBER 1905-082 FIRE DEPARTMENT UNIFORMS**

**BIDDER MUST SUBMIT CD/FLASH DRIVE AND ORIGINAL BID TO FACILITATE EVALUATION UNLESS ELECTRONIC SUBMITTAL IS ALLOWED FOR THIS BID.**

Some bids are made available electronically and posted to Bonfire. Not all bids are available for electronic submission through Bonfire, and the delivery requirements posted in this bid are required in those instances. **This bid is available for electronic submittal through Bonfire.**

It is the policy of the City to involve small businesses and qualified minority/woman owned businesses to the greatest extent possible in the procurement of goods, equipment, services, and construction projects.

The bid documents are available through Bonfire and vendors may register at <https://friscotexas.bonfirehub.com/portal>. Note that bids must be received on Bonfire by the due date and time in order to be considered. Any bid that is not received on time will not be considered. Submitting bids via the Bonfire website is not mandatory, hard copy and cd/flash drive submittal in accordance with these bid specifications will also be accepted. Bid submissions and registration are free of charge, for more information on being a vendor visit the vendor portal at the link provided above.

**BIDS MUST BE RECEIVED ON JUNE 20, 2019 BY 2:00 PM CENTRAL STANDARD TIME (CST) BY THE PURCHASING MANAGER. NO BID WILL BE ACCEPTED AFTER THAT DATE AND TIME. ALL BIDS RECEIVED AFTER THIS DATE AND TIME WILL BE CONSIDERED NON-RESPONSIVE.**

**Bids will be publicly opened and read aloud at the Frisco City Hall located at 6101 Frisco Square Blvd., Frisco, Texas 75034 on June 20, 2019 at 2:05 PM CST.**

**Write the best value bid number, 1905-082, name of bid, *FIRE DEPARTMENT UNIFORMS*, and the name of your organization on the outer envelope.**

Bids are to be submitted in accordance with the attached City specifications and the "General Conditions of Bidding" attached hereto. Each bidder is required to fill in every blank; failure to do so may be used as a basis for rejection of a bid. The City reserves the right to reject any or all bids, to waive formalities, or to proceed otherwise when in the best interest of the City.

## **GENERAL CONDITIONS OF BIDDING**

1. **INSTRUCTIONS:** These instructions apply to all bids and become a part of the terms and conditions of any bid submitted and any agreement entered into subsequent thereto, unless exception is taken in writing by bidder when submitting bid.

### **BIDDING**

2. **FORM:** FORM: Bidders must submit, in the manner and quantity listed above, the sealed bid/written quote/proposal to the Purchasing Manager prior to response due date/time. Failure to submit the required copies may result in the bid being declared non-responsive to specification and may not be further evaluated. When the option is available, electronic submission through Bonfire will satisfy these requirements.
3. **PRICING:** Price(s) quoted must be held firm for a minimum of ninety (90) days from the date of bid closing. In the case of estimated requirement contract bid, the prices must remain firm for the period as specified in the bid. "Discount from list" bids are not acceptable unless specifically requested in the bid.
4. **QUANTITIES:** In the case of estimated requirements contract bid, quantities appearing are estimated as realistically as possible. However, the City reserves the right to increase, decrease or delete any item or items of material to be furnished while continuing to pay the price quoted on this bid regardless of quantity. The successful bidder shall have no claim against the City for anticipated profits for the quantities called for, diminished, or deleted.
5. **ERROR-QUANTITY:** Bids must be submitted on units of quantity specified, extended, and show total. In the event of discrepancies in extension, the unit prices shall govern.
6. **F.O.B./DAMAGE:** Quotations shall be bid F.O.B. delivered to the designated Municipal Facility, Frisco, Texas and shall include all delivery and packaging costs. The City assumes no liability for goods delivered in damaged or unacceptable condition. The successful bidder shall handle all claims with carriers, and in case of damaged goods, shall ship replacement goods immediately upon notification by the City.
7. **DELIVERY PROMISE-PENALTIES:** Bids **MUST** show the number of calendar days required to place the material in the possession of the City. Do not quote shipping dates. When delivery delay can be foreseen, the bidder shall give prior written notice to the City, who shall have the right, in its sole discretion, to extend the delivery date if reasons for delay appear acceptable. Default in promised delivery, without acceptable reasons, or failure to meet specifications, authorizes the City to purchase the goods elsewhere, and charge any increase in cost and handling to the defaulting bidder.
8. **BIDDER SHALL PROVIDE:** With this bid response, the bidder shall provide all documentation required. Failure to provide this information may result in rejection of bid.
9. **ALTERING/WITHDRAWAL OF BIDS:** Bids cannot be altered or amended after submission deadline. The signer of the bid, guaranteeing authenticity, must initial any interlineations alteration, or erasure made before opening time. No bid may be withdrawn

after opening time without first submitting a written reason to the Purchasing Manager and obtaining the Purchasing Manager's approval.

10. PRESENTATION OF BIDS: No oral, telegraphic, telephonic, e-mailed, or facsimile bids will be considered at this time. All bids must be submitted in a sealed envelope. When the option is available, electronic submission through Bonfire will satisfy this requirement.
11. CORRESPONDENCE: This bid number must appear on ALL correspondence, inquiries, bid submittal documents, etc. pertaining to this solicitation.
12. ADDENDA: Any interpretations, corrections or changes to this Invitation for Bid and specifications will be made by addenda. Sole issuing authority of addenda shall be vested in the City of Frisco Purchasing Division. An attempt will be made to mail, fax, or e-mail any addenda to all who are known to have received a copy of this Invitation for Bid. Bidders shall acknowledge receipt of all addenda in the designated area on the bid document. It is the responsibility of the bidder to ensure receipt of all addenda and to include the changes in this bid document.
13. LATE BIDS: Bids received by the City after submission deadline shall be returned unopened and will be considered void and unacceptable. The City is not responsible for lateness of mail or carrier, internet connectivity, website issues, etc.
14. BID OPENINGS: All bids submitted will be read at the City's regularly scheduled bid opening for the designated project. However the reading of a bid at bid opening should not be construed as a comment on the responsiveness of such bid or as any indication that the City accepts such bid as responsive.

The City will make a determination as to the responsiveness of bids submitted based upon compliance with all applicable laws, City of Frisco Purchasing Guidelines, and project documents, including but not limited to the project specifications and contract documents. The City will notify the successful bidder upon award of the contract and according to state law; all bids received will be available for inspection at that time, unless otherwise provided by law.

15. BID TABULATION: Bidders desiring a copy of the bid tabulation may request it by enclosing a self-addressed stamped envelope with bid. **BID RESULTS WILL NOT BE GIVEN BY TELEPHONE**. You can also download a copy on our website, [www.friscotexas.gov](http://www.friscotexas.gov). If you have any questions, please contact the City of Frisco, Purchasing Division, at [purchasing@friscotexas.gov](mailto:purchasing@friscotexas.gov).
16. PROTESTS: All protests regarding the bid solicitation process must be submitted in writing to the City within five (5) working days following the opening of bids. This includes all protests relating to advertising of bid notices, deadlines, bid opening, and all other related procedures under the Local Government Code, as well as any protests relating to alleged improprieties or ambiguities in the specifications.

This limitation does not include protests relating to staff recommendations as to award of this bid. Protests relating to staff recommendations may be directed to the Purchasing Manager within five (5) days of the notice of intent to award. Unless otherwise provided

by law, all staff recommendations will be made available for public review prior to consideration by the City Council.

17. **BID AWARD:** The City reserves the right to award a separate contract to separate bidders for each item/group or to award one contract for the entire bid. Unless stipulated in the attached bid specifications, the contract will be awarded to the lowest responsible bidder or to the bidder who provides the goods or services specified herein at the best value for the City in compliance with Texas Local Government Code, Section 252.043.
18. **CHANGE ORDERS:** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing by the City.

### **PERFORMANCE**

19. **MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE BIDDERS:** A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder must meet the following requirements:
  - A. Have adequate financial resources or the ability to obtain such resources as required;
  - B. Be able to comply with the required or proposed delivery schedule;
  - C. Have a satisfactory record of performance;
  - D. Have a satisfactory record of integrity and ethics; and
  - E. Be otherwise qualified and eligible, as determined by the City, to receive an award.

The City may request representation and other information sufficient to determine bidder's ability to meet these minimum standards listed above.

20. **ASSIGNMENT:** The successful bidder shall not sell, assign, transfer or convey this contract in whole or in part, without the prior written consent of the City.
21. **SPECIFICATION-SAMPLES:** Any catalog, brand name, or manufacturer's reference used is considered to be descriptive, not restrictive, and is indicative of the type and quality the City desires to purchase. Bids on brands of like nature and quality may be considered unless specifically excluded. If bidding on other than reference, bid must certify article offered is equivalent to specifications and it is subject to approval by the using department and the Purchasing Division. Samples, if required, shall be furnished free of expense to the City. **SAMPLES SHOULD NOT BE ENCLOSED WITH BID UNLESS REQUESTED.**
22. **TESTING:** An agent so designated, by the City, without expense to the City, may perform testing at the request of the City or any participating entity.
23. **PACKAGING:** Unless otherwise indicated, items will be new, unused, and in first class condition in containers suitable for damage-free shipment and storage.
24. **DELIVERY:** Deliveries will be acceptable only during normal working hours at the designated City Municipal Facility. The place of delivery shall be set forth in the purchase order. The terms of this agreement are "no arrival, no sale".

25. TITLE AND RISK OF LOSS: The title and risk of loss of goods shall not pass to the City until the City actually receives and takes possession of the goods at the point(s) of delivery.
26. **PATENT RIGHTS: The Bidder agrees to indemnify and hold the City harmless from any claim involving patent right infringement or copyrights on goods supplied.**

### **PURCHASE ORDERS AND PAYMENT**

27. PURCHASE ORDERS: A purchase order(s) shall be generated by the City Director of Administrative Services to the successful bidder. The purchase order number must appear on all itemized invoices and packing slips. The City will not be held responsible for any work orders placed and/or performed without a valid current purchase order number. Payment will be made for all services rendered and accepted by the contract administrator for which a valid invoice has been received.
28. BID SECURITY/BOND REQUIREMENTS: If required, bid security shall be submitted with bids. Any bid submitted without bid bond, or cashiers/certified check, shall be considered non-responsive and will not be considered for award. Performance and/or payment bonds, when required, shall be submitted to the City, prior to commencement of any work pursuant to the agreement provisions.
29. FUNDING: The City is a home-rule municipal corporation operated and funded on an October 1 to September 30 basis, accordingly, the City reserves the right to terminate, without liability to the City, any contract for which funding is not available.
30. TAXES: The City is exempt from Federal Manufacturer's Excise, and State sales taxes. TAX MUST NOT BE INCLUDED IN BID PRICING. Tax exemption certificates will be executed by the City and furnished upon request by the Finance Division.
31. PAYMENT TERMS: Payment terms are Net 30 unless otherwise specified by the City in this document. Prompt payment discounts may be used by the City in determining the lowest responsible bidder.
32. INVOICES: Invoices must be submitted by the successful bidder to: [accountspayable@friscotexas.gov](mailto:accountspayable@friscotexas.gov)

### **CONTRACT**

33. CONTRACT PERIOD/RENEWAL OPTIONS: In the case of an annual contract bid, the contract shall be for a predetermined period as specified in the Invitation for Bids. If a clause for option to renew for additional period(s) is (are) included, renewal(s) will be based solely upon the option and written agreement between both the City and the Contractor. Either party dissenting will terminate the contract in accordance with its initial specified term.
34. INTERLOCAL AGREEMENT: Successful bidder agrees to extend prices to all entities that have entered into or will enter into joint purchasing Interlocal Cooperation Agreements with the City. The City is a participating member of the Collin County Governmental

Purchasing Forum (the "Forum"). As such, the City has executed Interlocal Agreements, as permitted under Section 791.025 of the Texas Government Code with certain other governmental entities in Collin County authorizing participation in a cooperative purchasing program. The successful bidder may be asked to provide products/services, based upon bid price, to any other participant in the Forum.

35. AUDIT: The City reserves the right to audit the records and performance of successful bidder during the term of the contract and for three (3) years thereafter.
36. **SUCCESSFUL BIDDER SHALL: Defend, indemnify and save harmless the City and all its officers, Managers and employees and all entities, their officers, Managers and employees who are participating in this contract from all suits, actions or other claims of any character, name and description brought for or on account of any injuries, including death, or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful bidder, or of any Manager, officer, director, representative, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from bid award. Successful bidder shall pay any judgment with cost which may be obtained against the City and participating entities growing out of such injury or damages.**
37. TERMINATION FOR DEFAULT: The City reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default of this contract. The City reserves the right to terminate the contract immediately in the event the successful bidder fails to: (1) meet delivery schedules; or (2) otherwise performs in accordance with these specifications. Breach of contract or default authorizes the City to, among other things, award to another bidder, purchase elsewhere and charge the full increase in cost and handling to the defaulting successful bidder.
38. ACCEPTABILITY: All articles enumerated in the bid shall be subject to inspection by a City officer or employee designated for the purpose. If found inferior to the quality called for, or not equal in value to the specifications, deficient in workmanship or otherwise, this fact shall be certified to the Purchasing Manager who shall have the right to reject the whole or any part of the same. Work determined to be contrary to specifications must be replaced by the bidder and at its expense. All disputes concerning quality of supplies utilized in the performance of this bid will be determined solely by the City Purchasing Manager or designated representative.
39. REMEDIES: The successful bidder and the City agree that each party has all rights, duties, and remedies available as stated in the Uniform Commercial Code and any other available remedy, whether in law or equity.
40. VENUE: This contract will be governed and construed according to the laws of the State of Texas. This contract is performable in Collin County, Texas.
41. SILENCE OF SPECIFICATION: The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

42. **NO PROHIBITED INTEREST:** The bidder acknowledges and represents they are aware of the laws and City Charter regarding conflicts of interest. The City Charter states in part that "No officer, whether elected or appointed, or any employee, whether full or part time, of the City shall have a substantial financial interest, direct or indirect, in any contract, other than employment contracts, with the City; or have a substantial financial interest, direct or indirect in the sale to the City of any land, materials, supplies or services."
43. **FORCE MAJEURE:** If, by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this contract, then such party shall give notice and full particulars of such Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch. The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or the State of Texas or any civil or military authority, insurrections, riots, epidemics, landslides, lightning, earthquake, fires, hurricanes, storms, floods, washouts, droughts, arrests, restraint of government and people, civil disturbances, explosions, breakage or accidents to machinery, pipelines, or canals, or other causes not reasonable within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty.
44. **DISCLOSURE OF CERTAIN RELATIONSHIPS:** Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of the City of Frisco not later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. Chapter 176 and the questionnaire may be found at [www.friscotexas.gov](http://www.friscotexas.gov). By submitting a response to this request, vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.
45. **PREVAILING WAGE RATES:** Contractors are required to pay not less than the rates determined using the prevailing wage rate as determined by the United States Department of Labor in accordance with the Davis-Bacon Act (40 U.S.C. Section 276a et seq.), and its subsequent amendments, to a worker employed by it in the execution of a contract for the construction of a public work, including a building, highway, road, excavation, and repair work or other project development or improvement, paid for in whole or in part from public funds, without regard to whether the work is done under public supervision or



direction.. Contractors are required to comply with Texas Government Code, Chapter 2258, Prevailing Wage Rates. A worker is employed on a public work if the worker is employed by the contractor or any subcontractor in the execution of the contract for the project.

46. APPLICABLE LAW: Contractor shall comply with all federal, state and Frisco laws, statutes, ordinances, regulations and policies, as they exist, may be amended or in the future arising, applicable to Contractor and its work in or around the Facility. Contractor shall ensure that its officers, employees, agents, contractors and other parties performing services for or on behalf of Contractor comply with all applicable laws, statutes, ordinances, regulations and policies.
47. STORMWATER REQUIREMENTS: Contractor shall implement best management practices (BMPs) to prevent storm water pollution to the maximum extent practicable in accordance with the current City of Frisco Storm water Ordinance (11-11-52). These BMPs include:
  - Performing regular inspections and maintenance on vehicles and equipment to prevent fluid leaks.
  - Implementing standard operating procedures (SOPs) for spill prevention and cleanup.
  - Training and equipping all employees who are present on City property in appropriate actions in accordance with the SOP.
  - Implementing proper material handling BMPs for transportation and storage.
  - Implementing proper waste disposal BMPs.
48. CERTIFICATE OF INTERESTED PARTIES (FORM 1295): In 2015, the Texas Legislature adopted [House Bill 1295](#), which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law.

Filing Process:

**Within ten days of being notified of award of a contract by the City of Frisco**, the successful vendor (business entity) must use the Texas Ethics Commission's web application, <https://www.ethics.state.tx.us/File/>, to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that **will contain a unique certification number**. An authorized agent of the business entity must sign the printed copy of the form. The completed Form 1295 with the

certification of filing must be provided to the City of Frisco Purchasing division (**within 10 days of being notified of award of a contract**).

The City of Frisco is required to notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.

49. PROPRIETARY DATA - Bidder may, by written request, indicate as confidential any portion(s) of a bid that contain proprietary information, including manufacturing and/or design processes exclusive to the vendor. The City of Frisco will protect from public disclosure such portions of a bid unless directed otherwise by legal authority including the existing Texas Public Information Act.

## CITY OF FRISCO CONTRACTOR INSURANCE REQUIREMENTS

Contractors providing good, materials and services for the City of Frisco shall, during the term of the contract with the City or any renewal or extension thereof, provide and maintain the types and amounts of insurance set forth herein. All insurance and certificate(s) of insurance shall contain the following provisions:

1. Name the City, its officers, agents, representatives, and employees as additional insured as to all applicable coverage with the exception of workers compensation insurance.
2. Provide for at least thirty (30) days prior written notice to the City for cancellation, non-renewal, or material change or modification of any policies, evidenced by return receipt or United States Mail. The words "endeavor to" and "but failure" (to end of sentence) are to be eliminated from the Notice of Cancellation provision on standard ACORD certificates.
3. Provide for a waiver of subrogation against the City for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance.
4. Endorsement applicable to each policy provided.

Insurance Company Qualification: All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated at least "A" by A.M. Best's Key Rating Guide, or other equivalent rating service(s).

Certificate of insurance: A certificate of insurance evidencing the required insurance shall be submitted with the contractor's bid or response to proposal. If the contract is renewed or extended by the City, a certificate of insurance shall also be provided to the City prior to the date the contract is renewed or extended.

### Type of Contract

### Type and amount of Insurance

Special Events

General Liability insurance for personal injury (including death) and property damage with a minimum of \$1 Million Dollars per occurrence and \$2 Million Dollars aggregate, including coverage for advertising injury and products coverage

Statutory Workers compensation insurance as required by state law

(If the contractor serves alcoholic beverages)  
Liquor Liability with a minimum of \$1 Million Dollars per Occurrence and \$2 Million Aggregate.

(If high risk or dangerous activities) Umbrella Coverage or Liability Excess Coverage of \$ 2 Million Dollars

(If automobile or limousine service is involved even if volunteers)

Automobile Liability with a minimum of \$1 Million Dollars combined single limit.

Public Works and Construction

General Liability insurance for personal injury (including death) and property damage with a minimum of \$1 Million Dollars per occurrence and \$2 Million Dollars aggregate, including advertising injury, products coverage and (XCU) Explosion, collapse and underground (If high risk or dangerous activities) Umbrella Coverage or Excess Liability Coverage of \$2 Million Dollars

Statutory Workers compensation insurance as required by state law

Professional Services

Professional Liability Insurance with a minimum of \$1 Million Dollars per occurrence and \$2 Million Dollars aggregate.

(If size or scope of project warrant)  
Umbrella Coverage or Excess Liability Coverage of \$2 Million Dollars

Statutory Workers compensation insurance as required by state law

SAMPLE ON FOLLOWING PAGE



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/01/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> ABC Insurance Brokerage 1234 Frisco Square Blvd. Frisco, Texas 75034	<b>CONTACT NAME:</b> John Smith <b>PHONE (AG, No. Ext.):</b> 972-555-5555 <b>E-MAIL ADDRESS:</b> johnsmith@abcinsurance.com	<b>FAX (AG, No.):</b> 972-555-5556
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Your Company Name Here Address of Insured Address of Insured	<b>INSURER A:</b> Insurance Company Name	NAIC # 12345
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL RISKS	INSURER	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS	
	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X		987654	03/05/2013	03/05/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ \$	
	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$			123456	03/05/2013	03/05/2014	COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$	
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	X	123456	03/05/2013	03/05/2014	WC STATUTORY LIMITS    OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 100,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**  
The City of Frisco, its officers, agents, representatives, and employees as additional insured as to all applicable coverage with the exception of workers' compensation. Provide a waiver of subrogation against the City for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance.

<b>CERTIFICATE HOLDER</b> City of Frisco 6101 Frisco Square Blvd Frisco, Texas 75034	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE SIGNATURE HERE
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## Supplemental Information

### Texas Government Code Section 2252.002 Non-resident Bidders

A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located.

In order to make this determination, please answer the following questions:

1. Address and phone number of your principal place of business:

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2. Name and address of principal place of business, and phone number of your company's majority owner:

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3. Name and address of principal place of business, and phone number of your company's ultimate parent company:

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### MINORITY/WOMAN-OWNED BUSINESS PARTICIPATION

It is the policy of the City of Frisco to involve small businesses and qualified minority/women-owned businesses to the greatest extent possible in the procurement of goods, equipment, services and construction projects. To assist us in our record keeping, please list below the names of the minority or woman-owned firms you would be utilizing in this bid, and note the monetary involvement:

NAME OF FIRM	TELEPHONE #	\$ INVOLVEMENT

## SUPPLEMENTAL INFORMATION

Please provide the following information for contract development.

Is your firm?

- 1. Sole Proprietorship     YES     NO
- 2. Partnership             YES     NO
- 3. Corporation             YES     NO

If company is a sole proprietorship, list the owner's full legal name:

\_\_\_\_\_

If company is a partnership, list the partner's full legal name(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If company is a corporation, list the full legal name as listed on the corporate charter:

\_\_\_\_\_

Is this firm a minority, or woman-owned business enterprise?

NO     YES    If yes, specify () MBE    () WBE

Has this firm been certified as a minority/woman-owned business enterprise by any governmental agency?     NO     YES

If yes, specify governmental agency: \_\_\_\_\_

Date of certification: \_\_\_\_\_

Authorized Signatory (*Officer or representative vested with the powers to commit the organization to a binding agreement*):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

## AFFIDAVIT OF NO PROHIBITED INTEREST

THE STATE OF \_\_\_\_\_ §

THE COUNTY OF \_\_\_\_\_ §

I, \_\_\_\_\_, a member of the Contractor team, make this affidavit and hereby under oath state the following:

I, and/or a person or persons related to me, have the following interest in a business entity that would be affected by the work or decision on the Project (Check all that apply):

- \_\_\_\_\_ Ownership of ten percent (10%) or more of the voting shares of the business entity.
- \_\_\_\_\_ Ownership of Twenty Five Thousand and 00/100 Dollars (\$25,000) or more of the fair market value of the business entity.
- \_\_\_\_\_ Funds received from the business entity exceed ten percent (10%) of my income for the previous year.
- \_\_\_\_\_ Real property is involved, and I have an equitable or legal ownership with a fair market value of at least Twenty Five Thousand and 00/100 Dollars (\$25,000).
- \_\_\_\_\_ A relative of mine has a substantial interest in the business entity or property that would be affected by my business decision of the public body which I am a member.
- \_\_\_\_\_ Other:
- \_\_\_\_\_ None of the Above.

Upon filing this affidavit with the City of Frisco, Texas, I further affirm that no relative of mine, in the first degree by consanguinity or affinity, as defined in Chapter 573, TEX. GOV'T CODE, as amended, is a member of a public body which took action on the agreement.

Signed this \_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Signature of Official/Title

BEFORE ME, the undersigned authority, this day personally appeared \_\_\_\_\_, and on oath stated that the facts hereinabove stated are true to the best of his/her knowledge or belief.

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Notary Public in and for the State of \_\_\_\_\_  
My commission expires: \_\_\_\_\_



# CONFLICT OF INTEREST QUESTIONNAIRE

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> For vendor doing business with local governmental entity	<b>FORM CIQ</b>
<p><b>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</b></p> <p>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).</p> <p>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.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<b>OFFICE USE ONLY</b>  Date Received
<p><b>1 Name of vendor who has a business relationship with local governmental entity.</b></p>	
<p><b>2</b> <input type="checkbox"/> <b>Check this box if you are filing an update to a previously filed questionnaire.</b> (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.)</p>	
<p><b>3 Name of local government officer about whom the information is being disclosed.</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>	
<p><b>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.</b></p> <p style="margin-left: 40px;">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?</p> <p style="margin-left: 80px;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p style="margin-left: 40px;">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?</p> <p style="margin-left: 80px;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	
<p><b>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.</b></p>	
<p><b>6</b> <input type="checkbox"/> <b>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).</b></p>	
<p><b>7</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of vendor doing business with the governmental entity</p> <p style="text-align: right; margin-right: 100px;">_____</p> <p style="text-align: right; margin-right: 100px;">Date</p>	

**Contract Risk Assessment Questionnaire**  
**Required Submittals**

1. Has your business/company/organization filed for bankruptcy within the last five (5) years? Yes  No  If so, please enclose details.
  
2. Has your business/company/organization ever had a contract for the general type of services/product sought by the City terminated for non-compliance or inadequate performance? Yes  No  If yes, please enclose details.
  
3. Has your business/company/organization ever defaulted on a contract for the general type of services/product being sought by the City? Yes  No  If yes, please enclose details.
  
4. In the last five (5) years has there been or is there now pending any litigation, arbitration, governmental proceeding or regulatory proceeding involving claims in excess of \$100,000 with respect to the performance of any services or the provision of any product by your business/company/organization? Yes  No  If yes, please enclose details.
  
5. Has your business/company/organization fulfilled all of its obligations relating to the payment of City taxes, fees, or other obligations if applicable? Yes  No  If no, please enclose details.
  
6. In the last five (5) years, has your business/company/organization, been or currently involved in any action, audit or investigation brought by any federal government agency or authority or by any state or local governmental agency? Yes  No  If yes, please enclose details.

7. In the last five (5) years, has your business/company/organization been debarred or suspended for any reason by any federal, state or local government or has refrained from bidding on a project due to an agreement with such governmental agency? Yes  No  If yes, please attach a full explanation.
  
8. In the past five (5) years, has your business/company/organization had its surety called upon to complete any contract, whether government or private sector? Yes  No  If yes, please enclose details.
  
9. In the past five (5) years, has your business/company/organization had a revocation, suspension or disbarment of any business or professional permit and/or license? Yes  No  If yes, please enclose details.
  
10. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty? Yes  No  if "yes," identify on a separate signed page the person or persons convicted, the court (the City if a state court, the district or location of the federal court), the year and the criminal conduct.
  
11. In accordance with Chapter 2270 of the Texas Government Code, do you certify that your business/company/organization (a) does not boycott Israel; and (b) will not boycott Israel during the term of any contract with City? Yes  No

**Signature**

A. THE UNDERSIGNED HEREBY CERTIFIES THAT THE RESPONSES PROVIDED ARE CORRECT AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE AND FOR THOSE RESPONSES GIVEN WHICH ARE BASED ON INFORMATION AND BELIEF, THOSE RESPONSES ARE TRUE AND CORRECT BASED ON MY PRESENT BELIEF AND INFORMATION.

B. Dated this \_\_\_\_\_ day of \_\_\_\_\_ of the year \_\_\_\_\_

Name of organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed name and title: \_\_\_\_\_

**BIDDER REMINDER LIST:**  
**REQUESTED PRICING INCLUDED?**  
**CD/FLASH DRIVE AND ORIGINAL HARD COPY INCLUDED?**  
**SUBMITTED ON BONFIRE (OPTIONAL)**  
**ALL BLANKS COMPLETED ON THIS FORM?**  
**COMPLETED COMPANY PROFILE/REFERENCES?**  
**COMPLETED SIGNATURE?**

**Schedule of Events**

Public Notification/Advertisement	May 24, 2019	
	May 31, 2019	
Deadline for Submitting Questions	June 6, 2019	4:00PM CST
Bids Due	June 20, 2019	2:00PM CST

Questions concerning this bid are due in writing via e-mail to [purchasing@friscotexas.gov](mailto:purchasing@friscotexas.gov) before the deadline for submitting questions stated above.

**Best Value Bid 1905-082  
FIRE DEPARTMENT UNIFORMS**

The City of Frisco is requesting bids for Fire Department Uniforms, to include fitting and tailoring services. This is a cooperative best value bid on behalf of the Cities of Wylie, Desoto, Ennis with Frisco as the lead agency. Successful bidder agrees to extend prices to all entities that have entered into or will enter into joint purchasing Interlocal Cooperation Agreements with the City of Frisco. Prices must remain firm for the first year of this agreement. The agreement is good for one (1) year with four (4) optional one (1) year renewals at the mutual agreement of the City of Frisco and the successful vendor.

Bidders are not required to bid all items contained in this bid but are encouraged to bid all in a similar grouping. The City reserves the right to award by line item or as a group. Prices quoted should include all charges for freight, F.O.B destination delivery. A secondary award may be made under this agreement. The secondary vendor is only to be used in an event that the primary contract is unable to comply with the agreement terms and conditions.

**OBJECTIVES**

1. Centralize uniform purchasing in one location.
2. Ensure that uniforms are fitted properly so that they maintain a professional appearance without restricting movement.
3. Provide firefighters increased autonomy and ease of access to spend their clothing allowance.
4. Facilitate electronic ordering while maintaining contract pricing.
5. Establish employee accounts to manage and monitor the clothing allowance.

**METHOD OF AWARD**

The City of Frisco is soliciting bids on behalf of the agencies listed above. This is a best value bid, and the City will evaluate the following criteria and weights, as well as any other factors deemed relevant by the City. The City reserves the right to request additional information, presentations or demonstrations from some or all vendors, as necessary:

- |   |            |
|---|------------|
| 1. Price/Cost   | <b>40%</b> |
| 2. Services Provided and Staffing   | <b>30%</b> |
| -Proposed services requested under this bid, and additional services offered, as well as availability of trained staff to assist with fitting and alterations. (Includes online ordering capabilities, location in DFW) |            |
| 3. References/Past Performance of the Vendor  | <b>20%</b> |
| 4. Added Value  | <b>10%</b> |
| - Include online presence or enhancements that will be provided to the City which are not priced in this proposal.  |            |

**PRODUCT QUALITY**

Only first quality fabrics and other uniform components are to be used in the manufacture of all items in this Request for Bid. No "Seconds," or "Irregulars" "job lots" will be tolerated. All loose threads shall be removed prior to delivery. Garments should be manufactured to ISO 9001

Standards. Items not meeting these requirements shall be replaced at no cost to the customer upon notice of deficiency.

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.

Bidders may be required to submit letters from manufacturer (on the manufacturer's letterhead) stating bidder is in good standing and is a distributor of their product. Brand name items listed are required, and no substitutes from the brand names listed will be accepted, unless approved via addendum by the City. To request consideration of an alternate product, the request should be made in writing to the Frisco Purchasing Division prior to the question deadline for this bid. Samples for City comparison may be required for each alternate product requested. The City may accept or reject approved equivalents at its sole discretion. If any substitute items are approved, a revised bid form will be provided after the question deadline.

#### **MINIMUM ORDER**

There are no minimum order requirements associated with this contract. Items will be ordered on a as needed basis.

#### **ORDERING PROCEDURES**

The successful bidder should understand that any request for purchase of items specified in this bid shall be accompanied by a valid Purchase Order prior to processing the request. All orders for uniforms shall be placed on an "as needed" basis, without regard to any specified quantity or order date. The successful bidder will not accept orders from, release orders to, sell any uniforms items, and/or accessory, to any person without official authorization. The successful vendor should work with each agency represented in this bid to comply with each agency's ordering procedures and requirements.

#### **ONLINE ORDERING**

In considering award of this bid, preference will be given to vendors that have online ordering capabilities/online store. If you have online ordering capabilities, please provide information with your bid regarding specifics of online ordering with your company. Uniforms are rank- and discipline-specific, and the successful vendor may be provided (by individual agencies under this cooperative agreement) with a list of the various ranks and disciplines with the items that are approved for each, as well as a list of firefighters with their rank and discipline. In addition to ensuring that the correct items are made available to each firefighter, the contractor will be responsible for managing each firefighter's clothing allowance (allowances and associated rules surrounding allowances will be provided by each agency). Each time the clothing allowance is used, the contractor will bill the City for the expenditure, including the name of the firefighter and the items purchased on the invoice. Any expenditure that exceeds the clothing allowance is the responsibility of the firefighter and subject to taxation.

Goods purchased at a physical location, regardless of method of payment, may be given to the firefighter. Goods that are ordered online and are paid for, in whole or in part, using the clothing allowance must be delivered to the agency specified location. They must be packaged and labeled to indicate which firefighter they are for. The items being purchased are part of a uniform, and as such must be provided as specified unless otherwise noted. After award,

substitutions will not be considered or accepted unless an item is discontinued. If an item is discontinued, the City of Frisco Purchasing Division should be notified as soon as the vendor becomes aware of it. A substitution will be determined by the City and will be implemented for all firefighters.

### **DELIVERY SCHEDULE**

Initial Order: All items shall be delivered within 60 days for complete shipments; partial shipments, as soon as possible. A packing list shall accompany each order, and at a minimum should contain the customer purchase order number, date, name and address of the vendor, and detailed description and quantity of items shipped.

All items shall be delivered within 14 calendar days for in-stock inventory items and 60 calendar days for special made-to-order and non-stock items after receipt of initial order request by the requesting department/division. This delivery time schedule shall include any alteration required (if any) by the ordering department/division and/or officer.

All shipments shall be made direct to each ordering department/division, or as indicated on Purchase Order.

Shipping charges must be included in the pricing provided. Other than rush delivery, no shipping charges will be paid with orders under this bid. All deliveries must be packaged individually and must clearly identify the customer/employee name, quantity and sizes enclosed, and Purchase Order number.

### **INVOICING**

The proper invoice(s) shall accompany all items purchased by the City, whether picked up or delivered. All invoices shall include the following information:

1. Agency Purchase Order number (if applicable)
2. Quantity shipped
3. Requesting department/division name
4. First and last name and employee number of person to receive uniform
5. Quantity ordered
6. Quantity shipped/backordered
7. Date ordered and date delivered
8. Description and product number for each line item, as shown in the bid
9. Unit price
10. Extended dollar amount

### **PRODUCT LINE CHANGES**

In the event a product and/or model is discontinued by the manufacturer, the City of Frisco, 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:

1. Documentation from the manufacturer that the product or model has been discontinued;
2. Documentation that names the replacement product or model;
3. Documentation that provides clear and convincing evidence that the replacement meets or exceeds all specifications required by the original request for bid;
4. Documentation that provides clear and convincing evidence that the replacement will be compatible with all the functions or uses of the discontinued product or model; and

5. Documentation confirming that the price for the replacement is the same as or less than the discontinued product or model.

#### **RETURNS:**

Each ordering agency may return non-conforming or defective products to the successful bidder at no charge to the department/division. Immediate pick up and replacement is expected, if required by the department/division. No restocking charging is authorized for items returned to successful bidder under non-conforming or defective product conditions. If the non-conforming or defective product is not picked up within fifteen (15) calendar days after notification by the agency, the item(s) will become the property of that agency, at no cost. If returns need to be made via UPS or Fedex, the vendor should issue RMA's and call tags to the appropriate agency.

#### **MEASUREMENTS**

The cost for measurements must be included in the price quoted for each item. The successful bidder will set up a time and location to take measurements with each agency. It is expected that the successful bidder will travel to the requesting department/division to accomplish this requirement, as well as at their local distribution facility if available. The successful bidder shall maintain a current log of measurements for future orders.

The successful vendor will be required to assist the firefighters with measurement and fitting prior to the first purchase. Vendor shall provide all apparel in all sizes to the Fire Departments participating in this contract and have personnel on hand to measure and advise the firefighters.

#### **TAILORING**

The successful bidder must have, in their employment, a minimum of one (1) full-time tailor and one (1) full-time seamstress (for female customers), on duty that can visit each department/division to measure a customer for alterations on his/her uniform.

#### **INVENTORY REQUIREMENTS**

The successful bidder is expected to maintain a level of sufficient inventory adequate to satisfactorily service the agencies included in this bid's account at the distribution facility within forty-five (45) calendar days after notification of award.

#### **MANDATORY USAGE REPORT**

The successful bidder must furnish a report at the end of each quarter (every three [3] months) detailing the purchasing of items on this contract. Reports must be filed within thirty (30) calendar days after the end of each reporting period. Failure to provide the report with the minimum required information might also negate any contract extension or renewal clauses. The report shall disclose the quantity and dollar value of each contract item for each agency by individual department/division. Additional reports should be generated as needed, giving agencies an accurate spending record by department/division, by location, by shift, by employee, etc. These reports may be required on an as needed basis. Requested reports of this nature should be provided within 3 business days of the request.

#### **PRICE INCREASES**

**Prices must remain firm for the first twelve (12) month contract period. Thereafter, price increase requests should only be made at the time of annual renewals. The vendor must request a price increase in writing to the City of Frisco Purchasing division, at least 60**



**days prior to the renewal date. Price increases may only be considered after the vendor has submitted a relevant consumer price index for their industry. Submission of dated manufacturer's increased price sheet or catalog, or additional documentation regarding the price increase must be provided to the City.** The City will decide to accept or reject the increase at their sole discretion. If a price increase request is rejected, the City may award those items to the secondary vendor.

## **SAMPLES**

Samples may be requested, at no charge to the agency, for evaluation purposes. Failure to provide samples will be justification for bid rejection. Samples will be returned to the vendor.

## **SUBMITTAL REQUIREMENTS**

### **EXECUTIVE SUMMARY**

In the executive summary, please provide:

- A table of contents of the entire proposal.
- A concise, narrative overview of the program being offered, including a highlight of any key features. Summary material presented here shall not be considered to meet the requirements for any other sections of the proposal.
- Company Profile
- Provide a brief overview and history of your company. Discuss your company's structure, number of years in business, and type of services offered, and how long they have been offered. Discuss your experience with implementing this type of program with other governments or clients.
- Key Personnel-Identify and provide resumes of key personnel who will who will be assigned to work with the City.

### **REFERENCES**

Provide references on attached Exhibit B.

### **PROPOSED PROGRAM**

A. Initial Purchase Provide a work plan that describes how you will handle the initial purchase from fitting to fulfillment. A preliminary schedule should be provided that outlines the tasks to be performed and expected days to completion. This schedule will be used to judge whether the vendor understands the requirements of the project. For each phase of the work plan, provide a narrative description of the work to be performed. Discuss level of staffing to be assigned to each task. Where personnel will interact with City employees, include names and job titles. Staff experience should be described for people whose resumes are not included in Key Personnel.

B. Program for ongoing purchases. Provide a detailed description of the proposed program for ongoing purchases. Include information regarding the online ordering portal to be offered, the mechanism by which contract pricing will be displayed, and any other controls or features. Address account functionality including account types and item availability, controls to be implemented for the clothing allowance, and payments and invoicing. Discuss the physical location (provide any and all physical locations, with address) that is to be

utilized and the level of inventory that will be kept there, tailoring services offered, and how firefighter accounts will be maintained if purchases are made at the location using the clothing allowance. Provide a sample invoice for evaluation that demonstrates how information will be displayed.

C. Added value. Include any relevant services or enhancements that will be provided to the City which are not priced in this proposal.

### **DELIVERY/SERVICE DESCRIPTION AND PRICING**

Please include a description of how delivery and service will be handled with this contract. Please address:

- Standard package delivery times and service providers.
- Do you make local deliveries in person?
- Will each account have a dedicated representative to contact?
- How often will the dedicated representative visit each agency?
- How will you handle measurements/fittings for uniforms?
- Please list your locations where agencies may pick up items in store.

### **FINANCIAL STABILITY**

The vendor should submit their most recent financial statement with the bid, preferably audited financial statements. If a financial statement is not included, the bid may be deemed non-responsive.

### **PRICING**

1. **Complete Pricing Exhibit A**-(Available at [www.friscotexas.gov/bids](http://www.friscotexas.gov/bids)) Pricing should extend to both Men's and Women's product with the same item # (ie: Blauer 8446 covers both 8446 and 8446W)

2. **For miscellaneous items not listed individually on exhibit A, the City is requesting blanket catalog pricing discounts. This percent discount shall extend to all items not listed individually in the bid Exhibit A.**

3. **Please provide a fee schedule to include your pricing for tailoring services, embroidery services, silk screen services, etc.**



**GENERAL INFORMATION**  
**CITY OF FRISCO PURCHASING**

**BID FORM**  
BVB 1905-082  
FIRE DEPARTMENT UNIFORMS

**PRICING**

1. **Complete Pricing Exhibit A-** (Available at [www.friscotexas.gov/bids](http://www.friscotexas.gov/bids), or upon request)  
Pricing should extend to both Men's and Women's product with the same item # (i.e.: Blauer 8446 covers both 8446 and 8446W)

2. **For miscellaneous items not listed individually on Exhibit A, the City is requesting blanket catalog pricing discounts. This percent discount shall extend to all items not listed individually in the bid Exhibit A. The discount listing is located below exhibit A. This is intended to allow additional items to be added to the contract at this stated discount.**

ANY EXCEPTIONS OR ADDITIONAL PRICING INFORMATION:

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PROGRESS IN MOTION

## SIGNATURE FORM

1905-082

### FIRE DEPARTMENT UNIFORMS

The undersigned certifies that the bid prices contained in this bid have been carefully reviewed and are submitted as correct and final. Bidder further certifies and agrees to furnish any and/or all product/service upon which prices are extended at the price offered, and upon the conditions in the specifications of the Invitation for Bid.

*"I hereby certify that the foregoing bid has not been prepared in collusion with any other bidder or other person or persons engaged in the same line of business prior to the official opening of this bid. Further, I certify that the bidder is not now, nor has been for the past six (6) months, directly or indirectly concerned in any pool or agreement or combination to control the price of product/service bid on, or to influence any person or persons to bid or not to bid thereon."*

Name of Bidder: \_\_\_\_\_

Address of Bidder: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

By (print name) \_\_\_\_\_

Title: \_\_\_\_\_ Federal ID #/SSN #: \_\_\_\_\_

Signature: \_\_\_\_\_

Acknowledgement of Addenda: #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_ #5 \_\_\_\_\_

**EXHIBIT B: REFERENCES**

VENDOR NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE \_\_\_\_ ZIP \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL: \_\_\_\_\_

REFERENCES		
<b>REFERENCE 1</b>		
Entity Name:		
Contact Name:		
Address:		
City:	State:	Zip code:
Phone Number:	Email:	
Years doing business with Entity and Capacity:		
<b>REFERENCE 2</b>		
Entity Name:		
Contact Name:		
Address:		
City:	State:	Zip code:
Phone Number:	Email:	
Years doing business with Entity and Capacity:		
<b>REFERENCE 3</b>		
Entity Name:		
Contact Name:		
Address:		
City:	State:	Zip code:
Phone Number:	Email:	
Years doing business with Entity and Capacity:		