

Cut along border and affix this label to your sealed bid envelope to identify it as a "Sealed Bid". Be sure to include the name of the company submitting the bid where requested.

SEALED BID – DO NOT OPEN	
SEALED BID NO:	09-180
BID TITLE:	POLICE UNIFORMS
DUE DATE/TIME:	AUGUST 11, 2009 2:00 PM

DELIVER TO: PURCHASING DEPARTMENT
CITY OF LAKE WALES
201 W CENTRAL AVE.
LAKE WALES, FL 33853

Please Note:

From time to time, addenda may be issued to this bid. Any such addenda will be posted on the same Website, www.cityoflakewales.com, from which you obtained this bid. Before submitting your bid/proposal, you should check our Website to download any addenda that may have been issued. Please remember to sign and return addendum acknowledgement form with completed bid package if applicable

REQUEST FOR PROPOSALS

June 22, 2009

09-180

NOTICE IS HEREBY GIVEN that the City of Lake Wales is accepting sealed bids for:

POLICE UNIFORMS

At 2:00 P.M., EST on Tuesday, August 11, 2009, in the City Commission Chambers, Municipal Administration Building, 201 Central Ave. W., Lake Wales, Florida, bids will be opened and read aloud.

An original and **three (3) copies** of all bids, including all executed documents and needed attachments, shall be placed in a sealed envelope, marked "09-180 POLICE UNIFORMS", and delivered prior to the bid opening deadline, 2:30 P.M., EST on **Tuesday, August 11, 2009**.

Intent

The intent of this Request for Proposal is to establish a contract for uniforms utilized by the Police department. This proposal will be awarded to the vendor or vendors able to provide quality uniforms delivered in a timely manner.

All persons and firms wishing to submit bids **must** obtain a complete copy of the Invitation to Bid document, and submit a City of Lake Wales Vendor Application a W-9 and a current Public Entity Crimes Statement with their response. Access our website, www.cityoflakewales.com, go to City Departments, Purchasing and Forms and Documents or contact Bonnie Hodge, Purchasing Agent, (863) 678-4182, extension 264 to obtain these items. There is no charge for the Request for Proposal document, or for submitting proposals.

Responses may be hand delivered, mailed, or delivered via courier service to the following address. Faxed or e-mailed responses will not be accepted.

DELIVERY ADDRESS

City of Lake Wales
City Manager's Office
Attn: Bonnie Hodge, Purchasing Agent
201 Central Ave. W
Lake Wales, Florida 33853-4013

MAILING ADDRESS

City of Lake Wales
City Manager's Office
Attn: Bonnie Hodge, Purchasing Agent
P. O. Box 1320
Lake Wales, Florida 33859-1320

Preparation of Request for Proposals

- a. Proposers are expected to examine the minimum requirements and all special and general conditions. Omission on the part of the proposer to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract document, will not be accepted as a basis for varying the requirements of the City or the compensation to the vendor. Failure to do so is at the proposer's risk. Each offerer shall furnish the information required in the Request for Proposal for Professional Services. The proposer shall sign the Request for Proposal and print or type his/her name, address, and telephone number on the face page.
- b. The apparent silence of any supplemental minimum requirements as to any details or the omission from it of a detailed description concerning any point will be regarded as meaning that only the best commercial practices are to prevail. All workmanship is to be first quality. All interpretations of the minimum requirements shall be made upon the basis of this statement.

Submission and Receipt of Proposals

- a. Proposals must be received before the specified time as designated in the RFP. A list of firms who submitted proposals will be furnished, upon request.
- b. Proposals shall be submitted in a sealed envelope. The envelope shall show the hour and date specified for receipt of RFP, the RFP number, and the name and address of the firm.
- c. The City of Lake Wales is not responsible for the U.S. Mail or private couriers regarding mail being delivered by the specified time so that a proposal can be considered.
- d. Telegraph and Facsimile (FAX) proposals will not be considered however, proposals may be modified by telegraphic and FAX notice, provided such notices are received prior to the hour and date specified.
- e. Late proposals will be rejected.
- f. Proposals having any erasures or corrections must be initialed by the offerer in ink. Proposals shall be signed in ink. All amounts shall be typewritten or completed in ink.

Acceptance of Offer

The signed proposal shall be considered an offer on the part of the proposer; such offer shall be deemed accepted upon issuance by the City of a Purchase Order, Blanket Purchase Order, or other contractual document.

The contract will be awarded to the most responsible and responsive proposer whose proposal meets the minimum requirements, and criteria set forth in this RFP.

The City reserves the right to accept or reject any and all proposals or parts of proposals, waive minor informalities.

The City reserves the right to award the contract on a split order, lump sum, or individual item basis, or such combination as shall best serve the interest of the City unless otherwise specified.

Discrepancies, Errors, and Omissions

Any discrepancies, errors, or ambiguities in the Request for Proposals or addenda (if any) should be reported in writing to the City's Purchasing Manager. Should it be found necessary, a written addendum will be incorporated in the Request for Proposals and will become part of the Purchase Agreement (contract documents). The City will not be responsible for any oral instructions, clarifications, or other communications.

Right to Reject Proposal Right is reserved to reject any or all proposals and to disregard typographical, mathematical, or obvious errors. The City will not pay costs incurred by any proposer in the preparation of proposals.

Evaluation Criteria Proposals will be evaluated by the City and the contractor will be selected based on, but not limited to, the following criteria:

- a. Quality of Uniforms
- b. Stated delivery time.
- c. Ability to process uniform orders, large orders or single item orders
- d. Design and Construction of Uniforms.
- e. Durability of material. Range of sizes available.
- f. Location of office to perform the proposed service.

The selected proposer(s) response to stated criteria may be verified by the City. This verification may consist of reference checks, interviews, and site visits.

Compensation

Compensation that is determined to be fair, competitive and reasonable will be considered during the negotiations of a final contract with the selected proposer.

Payment

Payment for the project will be on a lump sum basis. Progressive payments will be made but will not exceed the percent as listed for each level.

Fiscal NonFunding Clause

In the event sufficient budgeted funds are not available for a new fiscal period, the City shall notify the vendor of such occurrence and contract shall terminate on the last day of the current fiscal period without penalty or expense to the City.

Conflict of Interest

The proposer certifies that, to the best of his knowledge or belief, no elected/appointed official or employee of the City of Lake Wales, a spouse thereof or other person residing in the same household, is financially interested, directly or indirectly, in providing the goods or services specified in this proposal. Financial interest includes ownership of more than five percent of the total assets or capital stock or being an officer, director, manager, partner, proprietor, or agent of the business submitting the proposal or of any subcontractor or supplier thereof providing goods or services in excess of ten percent of the total proposal amount.

Additionally, the proposer, on company letterhead, must divulge at the time of proposal submittal, any relative, other than those already specified, of an elected /appointed official or employee of the City of Lake Wales who has a financial interest, as defined herein, in providing the goods or services specified in the proposal. The City, at its sole discretion, will determine whether a conflict exists and whether to accept or reject the proposal.

References

This form should contain only clients of a governmental entity, contact person, phone number and date of services.

Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

Options

When the City requests proposals with options regarding the extent of services to be provided, the City requests all proposers to provide a cost breakdown for each option proposed. Although all options may be purchased, some may not. The City reserves the right to decide, at its discretion, which options shall be purchased.

The City reserves the right to engage more than one firm if it is believed that different firms might best serve the City's interests in performing different segments of the work (e.g. one firm to provide building estimates, and another to provide infrastructure estimates).

Subcontracting

Where proposers do not have the "in-house" capability to perform work desired in the Request for Proposal, subcontracting may be permitted with prior knowledge and approval of the City. The City must be assured and agree that any proposed subcontractor(s) can perform work of the desired quality and in a timely manner. Therefore, the name(s) of any intended subcontractor(s) should be given in the Proposal.

Failure to Submit Proposal

If you do not wish to submit a proposal, return the RFP and state reason; otherwise, your name may be removed from our mailing list.

Default of Contract

In case of default by the proposer, the City may procure the services from other sources and hold the proposer responsible for any excess costs occasioned or incurred thereby.

Modification for Changes

No agreement or understanding to modify this RFP and resultant purchase order or contract shall be binding upon the City unless made in writing by the Office of Management and Budget.

Order or Precedence

In the event of an inconsistency between provisions of the RFP, the inconsistency shall be resolved by giving precedence in the following order: (a) Instructions to Proposers and General Provisions; and, (b) the minimum requirements.

Examination of Records

The proposer shall keep adequate records and supporting documentation applicable to the subject matter of this RFP to include, but not be limited to, records of costs, time worked, working paper and/or accumulations of data, and criteria or standards by which findings or data are measured. Said records and documentation shall be retained by the proposer for a minimum of one year from the date the contract is completed and accepted by the City. If any litigation is started before the expiration of the one-year period, the records shall be retained until all litigation, claims, or audit findings, involving the records have been resolved, unless otherwise instructed by the City. Should any questions arise concerning this contract, the City and its authorized agents shall have the right to review, inspect, and copy all such records and documentation during the record retention period stated above; provided, however, such activity shall be conducted only during normal business hours and shall be at City expense. Proposers shall be authorized to retain microfilm copies in lieu of original records, if they so desire.

Any subcontractor(s) employed by a proposer who is subject to these requirements and the proposer is required to notify any such subcontractor(s).

Hold Harmless

The parties recognize that the Contractor/Vendor is an independent contractor. The Contractor/Vendor agrees to assume liability for and indemnify, hold harmless, and defend the City, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising out of the execution, performance, nonperformance, or enforcement of the terms and conditions of this Agreement, Invitation for Bid or Request for Proposal, whether or not due to or caused by the negligence of the City, its commissioners, mayor, officers, employees, agents, and attorneys excluding only the sole negligence of the City, its commissioners, mayor, officers, employees, agents, and attorneys. The Contractor's/Vendor's liability hereunder shall include all attorney's fees and costs incurred by the City in the enforcement of this indemnification provision. This includes claims made by the employees of the Contractor/Vendor against the City and the Contractor/Vendor hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the City may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

Qualification of Proposer

A proposer may be required, before the award of any contract, to show to the complete satisfaction of the City that he has the necessary facilities, equipment, ability and financial resources to perform the work in a satisfactory manner within the time specified.

Disqualification of Proposer

Any or all proposals will be rejected if there is any reason for believing that collusion exists among the proposers, and participants in such collusion will not be considered in future proposals for the same work.

Licenses and Permits

The Proposer shall secure all licenses, permits, and shall comply with all applicable laws, regulations and codes as required by the State of Florida, or by the City of Lake Wales. The Contractor must fully comply with all Federal and State Laws and County and Municipal Ordinances and Regulations in any manner affecting the performance of the work.

Provisions for Other Agencies

Unless otherwise stipulated by the proposer, the proposer agrees to make available to the Government agencies, departments, and municipalities the prices submitted in accordance with said terms and conditions therein, should any said governmental entity desire to buy under the proposal.

Additional Information

Additional information may be obtained from the Office of Management and Budget, (727) 5876727, or from the individual listed on the RFP cover letter.

PART II SPECIFIC PROPOSAL REQUIREMENTS POLICE UNIFORMS RFP # 09P284

Format

To assure consistency, proposals must conform to the following format:

- Cover Letter
- Table of Contents Sections
- A. Introduction
- B. Qualifications
- C. Other Information
- D. References
- E. Cost and Time

Section A Introduction

This section should contain information about your firm's experience and background. Include complete information regarding experience in this type of commercial service, number of years, number of employees, etc.

Section B Qualifications

This section should contain qualifications of personnel. Please submit resumes of key personnel who will be assigned to this contract.

Section C Other Information

This section should address any other information necessary for a full understanding of your services. Please provide information on any additional services offered by your firm.

Section D References

This form should contain organization name, contact person, phone number and date of services.

Section E Cost and Time

This section must clearly state the cost and delivery times associated with the product. Uniforms may be ordered in large quantities or a single item order, if your pricing structure will vary based upon the quantity of an individual order, please include that pricing. Include in this section the sizes available for each item. Vendors may be requested to submit samples of the items proposed. If a request is made for samples, they must be supplied within 10 days of request.

**PART III CITY OF LAKE WALES, FLORIDA MINIMUM REQUIREMENTS/SPECIAL
CONDITIONS FOR POLICE UNIFORMS RFP # 09-180**

1. Period of Contract

The contract shall be in effect for a period of twenty-four (24) months from date of award and all prices shall be firm for the period of this contract.

2. Option of Renewal

This contract may be renewed subject to written notice of agreement from the successful bidder(s) and subsequent approval by the City Commission for an additional twelve-(12) month period. This option shall be exercised providing all pricing, terms and conditions remain the same.

3. Delivery Time

Delivery must be made within fifteen (15) calendar days from date of order. For "New Hire" uniforms, delivery must be made within seven (7) calendar days from date of order. The vendor must notify the City of any exceptions to this delivery time, and a stated availability of the ordered items.

4. Price

Pricing discounts shall remain firm for the contract period. Labor rates shall be firm for the contract period.

5. Termination of Contract

This contract may be canceled by the City by furnishing thirty-(30) days written notice of intent to cancel to the contractor. Additionally, the contract may be canceled by the Contractor by furnishing ninety-(90) days written notice of intent to cancel to the City.

6. Samples

Each vendor may be requested to submit samples of the items proposed. If a request is made for samples, they must be submitted within 7 days of the request. Each sample must be tagged with the Item #, description and vendor name.

**LAKE WALES POLICE DEPARTMENT
UNIFORM SPECIFICATIONS**

Pants – Uniform Men’s, Dark Navy Blue, Horace Small Sentry Plus (or Equivalent), VISA fabric for extra stretch, 12 ounces per linear yard, stain and wrinkle resistance, 100% Dacron Polyester Gabardine, Ban-Rol/snug-TEX waistband, color fast after washing, Machine wash and dry. 42-stitch bartacks at points of stress on front pockets, triangular bartacks on back pockets to provide extra strength at stress points. Button closures on left rear pocket. Heavy-duty brass zippers. Waist sizes – even 28” - 34”, odd 35”, even size’s 36”- 54” To include hemming up to 34”

Pants – Uniform Women’s, Dark Navy Blue, Horace Small Sentry Plus (or Equivalent), VISA fabric for extra stretch, 12 ounces per linear yard, stain and wrinkle resistance, 100% Dacron Polyester Gabardine, Elastic back/snug-TEX waistband, color fast after washing, Machine wash and dry. 42-stitch bartacks at points of stress on front pockets, triangular bartacks on back pockets to provide extra strength at stress points. Button closures on left rear pocket. Heavy-duty brass zippers. Waist sizes – even 6” - 24”, To include hemming up to 32”

Pants – Uniform Explorer’s Men’s, Dark Navy Blue, Horace Small Sentry Plus (or Equivalent), VISA fabric for extra stretch, 12 ounces per linear yard, stain and wrinkle resistance, 100% Dacron Polyester Gabardine, Ban-Rol/snug-TEX waistband, color fast after washing, Machine wash and dry. 42-stitch bartacks at points of stress on front pockets, triangular bartacks on back pockets to provide extra strength at stress points. Button closures on left rear pocket. Heavy-duty brass zippers. Waist sizes – even 28” - 34”, odd 35”, and even size’s 36”- 54”. To include hemming up to 34”

Pants – Uniform Explorer’s Women’s, Dark Navy Blue, Horace Small Sentry Plus (or Equivalent), VISA fabric for extra stretch, 12 ounces per linear yard, stain and wrinkle resistance, 100% Dacron Polyester Gabardine, Elastic back/snug-TEX waistband, color fast after washing, Machine wash and dry. 42-stitch bartacks at points of stress on front pockets, triangular bartacks on back pockets to provide extra strength at stress points. Button closures on left rear pocket. Heavy-duty brass zippers. Waist sizes – even 6” - 24”, To include hemming up to 32”.

Pants – BDU’s Unisex (K-9/StreetCrimes Units) Dark Navy Blue, Propper (or Equivalent), 6 pocket 65/35 cotton Poly battle Ripstop material for easy care and color retention, reinforced seat and knees, pants belt loops to accommodate a 1 ¾ “ belt, draw string pant legs for blousing or tucking into boot. Regular Waist sizes range from XS - (up to 27”), S – (28” – 31”), M – (32” – 35”), L – (36”- 39”), XL – (40” – 43”), XXL – (44” – 47”). Long waist sizes available in S – M - L – XL.

Pants – BDU’s Unisex (SRT Team) Black, Propper (or Equivalent), 6 pocket 65/35 cotton Poly battle Ripstop material for easy care and color retention, reinforced seat and knees, pants belt loops to accommodate a 1 ¾ “ belt, draw string pant legs for blousing or tucking into boot. Regular Waist sizes range from XS - (up to 27”), S – (28” – 31”), M – (32” – 35”), L – (36”- 39”), XL – (40” – 43”), XXL – (44” – 47”). Long waist sizes available in S – M - L – XL.

Pants – BDU’s Unisex (SRT Team) O/D Green, Propper (or Equivalent), 6 pocket 65/35 cotton Poly battle Ripstop material for easy care and color retention, reinforced seat and knees, pants belt loops to accommodate a 1 ¾ “ belt, draw string pant legs for blousing or tucking into boot. Regular Waist sizes range from XS - (up to 27”), S – (28” – 31”), M – (32” – 35”), L – (36”- 39”), XL – (40” – 43”), XXL – (44” – 47”). Long waist sizes available in S – M - L – XL.

Shorts – Summer uniform’s and/or bicycle uniform’s, Men’s, Dark Navy Blue, Horace Small Sentry Plus (or Equivalent), VISA fabric for extra stretch, 12 ounces per linear yard, stain and wrinkle resistance, 100% Dacron Polyester Gabardine, Ban-Rol/snug-TEX waistband, color fast after washing, Machine wash and dry. 42-stitch bartacks at points of stress on front pockets, triangular bartacks on back pockets to provide extra strength at stress points. Button closures on left rear pocket. Heavy-duty brass zippers. Waist sizes – even 28” - 34”, odd 35”, even size’s 36” - 54”. Hemmed at 12” below bottom of seat rise.

Shorts – Summer uniform’s and/or bicycle uniform’s, Uniform Women’s, Dark Navy Blue, Horace Small Sentry Plus (or Equivalent), VISA fabric for extra stretch, 12 ounces per linear yard, stain and wrinkle resistance, 100% Dacron Polyester Gabardine, Elastic back/snug-TEX waistband, color fast after washing, Machine wash and dry. 42-stitch bartacks at points of stress on front pockets, triangular bartacks on back pockets to provide extra strength at stress points. Button closures on left rear pocket. Heavy-duty brass zippers. Waist sizes – even 6” - 24”. Hemmed at 12” below bottom of seat rise.

Shirts – Uniform Men’s, Dark Navy Blue, Horace Small Sentry Plus Shirts (or Equivalent), Short Sleeve, 100% Dacron Polyester, 9.0 ounces per linear yard, wrinkle resistant, pleated pockets with scalloped flaps with either Velcro or snap closures. Both pocket flaps must have ink pen cut slots on the top of each pocket flap on the side closest to the center of the chest and be able to accommodate two pens per pocket, Sewn-in military creases, two in the front and three in the back, shoulder epaulets with button fasteners, permanent collar stays, full badge slings on left breast above pocket, zipper front. Sizes S – (14 – 14.5), M – (15 – 15.5), L – (16 – 16.5), XL – (17 – 17.5), 2XL – (18 – 18.5), 3XL – (19 – 19.5), 4XL – (20 – 20.5). All shirts will have the LWPD emblem sewn on each sleeve centered and one inch below the shoulder seam. Appropriate ranks will have gold Sergeant Chevrons in gold with a Navy border sewn below the LWPD emblem. All short sleeve shirts will be embroidered to the department specifications (see Embroidery Section for details on each shirt).

Shirts – Uniform Women’s, Dark Navy Blue, Horace Small Sentry Plus Shirts (or Equivalent), Short Sleeve, 100% Dacron Polyester, 9.0 ounces per linear yard, wrinkle resistant, pleated pockets with scalloped flaps with either Velcro or snap closures. Both pocket flaps must have ink pen cut slots on the top of each pocket flap on the side closest to the center of the chest and be able to accommodate two pens per pocket, Sewn-in military creases, two in the front and three in the back, shoulder epaulets with button fasteners, permanent collar stays, full badge slings on left breast above pocket, zipper front. Sizes XS – (30 – 32), S – (33 – 35), M – (36 – 38), L – (39 – 41), XL – (42 – 44), XXL – (45 – 47). All shirts will have the LWPD emblem sewn on each sleeve centered and one inch below the shoulder seam. Appropriate ranks will have gold Sergeant Chevrons in gold with a Navy border sewn below the LWPD emblem. All short sleeve shirts will be embroidered to the department specifications (see Embroidery Section for details on each shirt).

Shirts – Dress Uniform Men’s, Dark Navy Blue, Horace Small Sentry Plus Shirts (or Equivalent), Long Sleeve, 100% Dacron Polyester, 9.0 ounces per linear yard, wrinkle resistant, pleated pockets with scalloped flaps with either Velcro or snap closures. Both pocket flaps must have ink pen cut slots on the top of each pocket flap on the side closest to the center of the chest and be able to accommodate two pens per pocket, Sewn-in military creases two on the front, and three on the back and sleeves, shoulder epaulets with Brass Button fasteners embossed with a “P” in old English, permanent collar stays, full badge slings on left breast above pocket, zipper front. Brass Button embossed with “P” in old English on shirt pockets. Button on sleeve facing and two buttons on each cuff. Sizes S – (14 – 14.5), M – (15 – 15.5), L – (16 – 16.5), XL – (17 – 17.5), 2XL – (18 – 18.5), 3XL – (19 – 19.5), 4XL – (20 – 20.5). All shirts will have the LWPD emblem sewn on each sleeve centered and one inch below the shoulder seam. Appropriate ranks will have gold Corporal or Sergeant Chevrons in gold with a Navy border sewn below the LWPD emblem. All Long sleeve shirts will **NOT** be embroidered.

Shirts – Dress Uniform Women’s, Dark Navy Blue, Horace Small Sentry Plus Shirts (or Equivalent), Long Sleeve, 100% Dacron Polyester, 9.0 ounces per linear yard, wrinkle resistant, pleated pockets with scalloped flaps with either Velcro or snap closures. Both pocket flaps must have ink pen cut slots on the top of each pocket flap on the side closest to the center of the chest and be able to accommodate two pens per pocket, Sewn-in military creases, two on the front, and three on the back, and sleeves, shoulder epaulets with Brass Button fasteners embossed with a “P” in old English, permanent collar stays, full badge slings on left breast above pocket, zipper front. Brass Button embossed with “P” in old English on shirt pockets. Button of sleeve facing and two buttons on each cuff. Sizes XS – (30 –32), S – (33 – 35.5), M – (36 – 38), L – (39 – 41), XL – (42 – 44), XXL – (45 – 47). All shirts will have the LWPDP emblem sewn on each sleeve centered and one inch below the shoulder seam. Appropriate ranks will have gold Sergeant Chevrons in gold with a Navy border sewn below the LWPDP emblem. All Long sleeve shirts will **NOT** be embroidered.

Shirts – Explorer’s Uniform Men’s, French Blue, Horace Small Sentry Plus Shirts (or Equivalent), Short Sleeve, 100% Dacron Polyester, wrinkle resistant, pleated pockets with scalloped flaps with either Velcro or snap closures. Both pocket flaps must have ink pen cut slots on the top of each pocket flap on the side closest to the center of the chest and be able to accommodate two pens per pocket, Sewn-in military creases, shoulder epaulets with button fasteners, permanent collar stays, full badge slings on left breast above pocket, zipper front. Sizes S – (14 –14.5), M – (15 – 15.5), L – (16 – 16.5), XL – (17 – 17.5), 2XL – (18 – 18.5), 3XL – (19 – 19.5), 4XL – (20 – 20.5). All shirts will have the LWPDP emblem sewn on the right sleeve and the round Explorer patch on the left sleeve, centered and one inch below the shoulder seam. An Explorers badge patch will be sewn on the left breast over the badge sling. These shirts will have **NO** embroidery.

Shirts – Explorer’s Uniform Women’s, French Blue, Horace Small Sentry Plus Shirts (or Equivalent), Short Sleeve, 100% Dacron Polyester, wrinkle resistant, pleated pockets with scalloped flaps with either Velcro or snap closures. Both pocket flaps must have ink pen cut slots on the top of each pocket flap on the side closest to the center of the chest and be able to accommodate two pens per pocket, Sewn-in military creases, shoulder epaulets with button fasteners, permanent collar stays, full badge slings on left breast above pocket, zipper front. Sizes XS – (30 –32), S – (33 – 35.5), M – (36 – 38), L – (39 – 41), XL – (42 – 44), XXL – (45 – 47). All shirts will have the LWPDP emblem sewn on the right sleeve and the round Explorer’s patch on the left sleeve centered and one inch below the shoulder seam. An Explorer’s Badge patch will be sewn on the left breast over the badge sling. All of these shirts will have **NO** embroidery.

Shirts – V.O.I.C.E. Uniform Men’s, French Blue, Horace Small Sentry Plus Shirts (or Equivalent), Short Sleeve, 100% Dacron Polyester, wrinkle resistant, pleated pockets with scalloped flaps with either Velcro or snap closures. Both pocket flaps must have ink pen cut slots on the top of each pocket flap on the side closest to the center of the chest and be able to accommodate two pens per pocket, Sewn-in military creases, shoulder epaulets with button fasteners, permanent collar stays, full badge slings on left breast above pocket, zipper front. Sizes S – (14 –14.5), M – (15 – 15.5), L – (16 – 16.5), XL – (17 – 17.5), 2XL – (18 – 18.5), 3XL – (19 – 19.5), 4XL – (20 – 20.5). All shirts will have the LWPDP emblems sewn on each sleeve, centered and one inch below the shoulder seam. All shirts will be embroidered to department specifications (See embroidery section for details on each shirt).

Shirts – V.O.I.C.E. Uniform Women’s, French Blue, Horace Small Sentry Plus Shirts (or Equivalent), Short Sleeve, 100% Dacron Polyester, wrinkle resistant, pleated pockets with scalloped flaps with either Velcro or snap closures. Both pocket flaps must have ink pen cut slots on the top of each pocket flap on the side closest to the center of the chest and be able to accommodate two pens per pocket, Sewn-in military creases, shoulder epaulets with button fasteners, permanent collar stays, full badge slings on left breast above pocket, zipper front. Sizes XS – (30 –32), S – (33 – 35.5), M – (36 – 38), L – (39 – 41), XL – (42 – 44), XXL – (45 – 47). All shirts will have the LWPDP emblems sewn on both sleeves, centered and one inch below the shoulder seam. All shirts will be embroidered to department specifications (See embroidery section for details on each shirt).

Shirts – Parking Enforcement Uniform Women’s, Light Blue Oxford, Red-Kap shirts (or Equivalent), Short Sleeve, 65/35 Poly-Cotton, wrinkle resistant, With pockets, permanent collar stays, full badge slings on left breast above pocket, Sizes XS – (30 –32), S – (33 – 35), M – (36 – 38), L – (39 – 41), XL – (42 – 44), XXL – (45 – 47). All shirts will have the LWPD emblems sewn on both sleeves, centered and one inch below the shoulder seam. All shirts will **NOT** be embroidered.

Shirts – Summer/bicycle Uniform Men’s, Dark Navy Blue, Blauer Polo Style uniform shirts (or Equivalent) double knit fabric containing 100% Coolmax on the outside layer and 100% Cotton against the body. Detail includes military creases, pleated pockets, epaulets, and badge eyelets. Shirt sizes S –3XL. All shirts will have the LWPD emblems sewn on both sleeves, centered and one inch below the shoulder seam. All shirts will be embroidered to department specifications (See embroidery section for details on each shirt).

Shirts – Summer/bicycle Uniform Women’s, Dark Navy Blue, Blauer Polo Style uniform shirts (or Equivalent) double knit fabric containing 100% Coolmax on the outside layer and 100% Cotton against the body. Detail includes military creases, pleated pockets, epaulets, and badge eyelets. Shirt sizes S –3XL. All shirts will have the LWPD emblems sewn on both sleeves, centered and one inch below the shoulder seam. All shirts will be embroidered to department specifications (See embroidery section for details on each shirt).

Shirts – BDU’s Unisex (K-9/StreetCrimes Units) Dark Navy Blue, Propper (or Equivalent), 2 pocket Long Sleeve 65/35 cotton Poly battle Ripstop matterial for easy care and color retention, double placket front, double stitched seams. Regular sizes range from XS - (up to 33”), S – (34” – 37”), M – (38” – 41”), L – (42”- 45”), XL – (46” – 49”), XXL – (50” – 53”). Long sizes available in S – M - L – XL. All shirts will have the LWPD emblem sewn on each sleeve centered and one inch below the shoulder seam. Appropriate ranks will have gold Corporal or Sergeant Chevrons in gold with a Navy border sewn below the LWPD emblem. The appropriate rank Badge patch for the officer will be sewn on the left breast centered 1” above the pocket. All shirts will be embroidered to the department specifications (see Embroidery Section for details on each shirt).

Shirts – BDU’s Unisex (K-9/StreetCrimes Units) Dark Navy Blue, Propper (or Equivalent), 2 pocket cut to Short Sleeve 65/35 cotton Poly battle Ripstop matterial for easy care and color retention, double placket front, double stitched seams. Regular sizes range from XS - (up to 33”), S – (34” – 37”), M – (38” – 41”), L – (42”- 45”), XL – (46” – 49”), XXL – (50” – 53”). Long sizes available in S – M - L – XL. All shirts will have the LWPD emblem sewn on each sleeve centered and one inch below the shoulder seam. Appropriate ranks will have gold Corporal or Sergeant Chevrons in gold with a Navy border sewn below the LWPD emblem. The appropriate rank Badge patch for the officer will be sewn on the left breast centered 1” above the pocket. All shirts will be embroidered to the department specifications (see Embroidery Section for details on each shirt).

Shirts – BDU’s Unisex (SRT Team) Black, Propper (or Equivalent), 2 pocket Long Sleeve 65/35 cotton Poly battle Ripstop matterial for easy care and color retention, double placket front, double stitched seams. Regular sizes range from XS - (up to 33”), S – (34” – 37”), M – (38” – 41”), L – (42”- 45”), XL – (46” – 49”), XXL – (50” – 53”). Long sizes available in S – M - L – XL. All shirts will have the LWPD subdued emblem sewn on each sleeve centered and one inch below the shoulder seam. Appropriate ranks will have subdued Corporal or Sergeant Chevrons sewn below the LWPD emblem. All shirts will **NOT** be embroidered.

Shirts – BDU’s Unisex (SRT Team) O/D Green, Propper (or Equivalent), 2 pocket Long Sleeve 65/35 cotton Poly battle Ripstop matterial for easy care and color retention, double placket front, double stitched seams. Regular sizes range from XS - (up to 33”), S – (34” – 37”), M – (38” – 41”), L – (42”- 45”), XL – (46” – 49”), XXL – (50” – 53”). Long sizes available in S – M - L – XL. All shirts will have the LWPD subdued emblem sewn on each sleeve centered and one inch below the shoulder seam. Appropriate ranks will have subdued Corporal or Sergeant Chevrons sewn below the LWPD emblem. All shirts will **NOT** be embroidered.

Coveralls – Traffic/Crime Scene units, Unisex, Dark Navy Blue Red-Kap (or Equivalent) 65%Fortrel Polyester and 35% Cotton, Soil release finish, Reinforced knees, Left leg cargo pocket, Eight pockets, bar-tacked stress points, machine wash and dry. Sizes Regular – even chest sizes 38-52, height up to 6’, Long – even chest sizes 42-50, height 6’ or taller. All coveralls will have the LWPD emblem sewn on each sleeve centered and one inch below the shoulder seam. Appropriate ranks will have gold Corporal or Sergeant Chevrons in gold with a Navy border sewn below the LWPD emblem. All coveralls will be embroidered to the department specifications (see Embroidery Section for details on each coverall).

Winter Coats - Unisex, Black Horace Small New generation convertible jackets (or Equivalent), Velcro cuffs tunnel collar that zips to the top, buttons for a plush pile collar option, dull snaps, detachable liner, side zippers on each side. Sizes S – (36 –38), M – (40 –42), L – (44 - 46), XL – (48 – 50), 2XL – (52 – 54), 3XL – (56 – 58). Short sizes S, M, L. Regular sizes S – 3XL. Long sizes M – 3XL. X-Long sizes L – 3XL. All coats will have the LWPD emblem sewn on each sleeve centered and one inch below the shoulder seam. Appropriate ranks will have gold Sergeant Chevrons in gold with a Black border sewn below the LWPD emblem. All coats will **NOT** be embroidered.

EMBROIDERY INSTRUCTIONS AND SPECIFICATIONS

Officers last names for example **SMITH** will be embroidered in ½” X ½” all capital letters ½” block style, onto a name strip of similar shirt color sewn onto and centered above the right breast pocket. Some officers last names will call for upper and lower case letters, those will be done for example **McKINNEY**.

Embroidered Rank insignias on short sleeve shirts will be as follows:

Lieutenant - uniforms will have a **Single Gold Bar** embroidered on each epaulet the bar will be ½” wide by 1” long and will be set in 1” from the shoulder seam.

Captain - uniforms will have a **Double Gold Bars** embroidered on each epaulet the bar will be ½” wide by 1” long and will be set in 1” from the shoulder seam.

Assistant Chief - uniforms will have a **Single Five point Gold Star** embroidered on each epaulet the star will be 1” X 1” and will be set in 1” from the shoulder seam.

Chief - uniforms will have a **Double Five Point Gold Stars** embroidered on each epaulet the stars will be 1” X 1” and will be set in 1” from the shoulder seam.

Men and women’s long sleeve shirts will **NOT** be embroidered, as these are dress uniforms.

Men’s and Women’s French Blue Explorer’s uniforms will **NOT** be embroidered.

Men’ and Women’s French Blue V.O.I.C.E. uniforms will have “**Lake Wales Police Department**” embroidered in ½” X ½” letters in both upper and lower case block letter style, centered over the left breast pocket 1 ½” in an arched formation. Inside the arch 1 ½” above the left breast pocket centered in between the badge sling and centered will be **V.O.I.C.E.** in ½” X ½” all upper case, block style letters with a period after each letter. The color of the thread will be Black.

Women’s Light Blue Oxford Parking Enforcement Officer uniforms will **NOT** be embroidered.

Men's and Women's Dark Navy Blue Summer/Bicycle uniforms will have the officers last names for example **SMITH** will be embroidered in ¼" X ¼" all capital letters block style, centered 1" above the right breast pocket. Some officers last names will call for upper and lower case letters, those will be done for example **McKINNEY**.

Unisex BDU Dark Navy Blue uniforms will have the officers last names for example **SMITH** will be embroidered in ½" X ½" all capital letters block style, centered 1" above the right breast pocket. Some officers last names will call for upper and lower case letters, those will be done for example **McKINNEY**.

Unisex BDU Black and O/D Green SRT uniforms will **NOT** be embroidered.

Unisex Coveralls Dark Navy Blue Traffic Unit will have the officers last names for example **SMITH** will be embroidered in ½" X ½" all capital letters block style, centered 1" above the right breast pocket. Some last names will call for upper and lower case letters; those will be done for example **McKINNEY**. Letters will appear in either silver or gold letters depending on the rank. The appropriate rank Badge patch for the officer will be sewn on the left breast centered 1" above the pocket.

Unisex Coveralls Dark Navy Blue Crime Scene Unit will have the officers last names for example **SMITH** will be embroidered in ½" X ½" all capital letters block style, centered 1" above the right breast pocket. Some last names will call for upper and lower case letters; those will be done for example **McKINNEY**. Above the name will be the crime scene designation the letters **CRIME SCENE** will appear in either silver or gold letters depending on the rank ½" above the officers last name on the right breast. The words **CRIME SCENE** will be ½" X ½" block style letters.

Letters will appear in either silver or gold letters depending on the rank. The words **LAKE WALES** will be arched centered 1" above the left breast pocket, centered in the arch will be the words **POLICE DEPARTMENT** straight across in ½" X ½" block style letters. The words **CRIME SCENE** will be embroidered in 3" X 3" letters centered on the back 8" down from the collar.

Winter Coats will **NOT** be embroidered.

UNIFORM ACCESSORIES

Hats – Dress uniform hats Marlow White Field Grade Hats (or Equivalent) Black. Sizes 6 ½ to 7 7/8.

Cords with acorns for above style hats available in either Silver or Gold.

Clear plastic hat covers with elastic band for above listed hats.

Ties- Samuel Broome Uniform Co. (or Equivalent) Dark Navy Blue clip on style 3" wide with three buttonholes on the backside. Constructed of tropical wool blend fabric. Make ties available in regular length (17 ½ ") or Long (19 ½ ")

Uniform Parade Dickey's Samuel Broome Uniform Co. (or Equivalent) made of 100% polyester with Velcro closures. In the following colors, White, Gold, and Black.

Citation Cords – Band and regiment style citation cords braided cords with a single tip. Colors White with a Silver tip, Yellow with a gold tip and Black with a Silver or Gold tip.

Parade Gloves – Hatch (or Equivalent) white 100% cotton dress uniform gloves machine washable with snap closures and three sewn-in creases. Sizes S, M, L, XL.

DEPARTMENT EMBLEMS

Custom made emblems

Shoulder Patches – Color – these patches should have six different colors to include Black, Gold, Silver, Brown, Blue and Green.

Shoulder Patches – Subdued – these patches should have only two colors to include Black and Silver.

Breast Badge Patches – Silver- these patches should have seven different colors to include Black, Silver Red, White, Blue, Gold and Green. These patches will have a rank designation of **OFFICER** only.

Breast Badge Patches – Gold- these patches should have six different colors to include Black, Gold Red, White, Blue, and Green. These patches will have a rank designation of **CHIEF, ASSISTANT CHIEF, CAPTAIN, LIEUTENANT, AND SERGEANT**, as needed by the department.

Explorers Patches

Shoulder Patches – Color – Round stock made Explorer’s patch.

Breast Badge Patches- Silver – these are stock made Explorer’s badge patches in two colors Silver and Blue.

See attached color copies of custom-made department emblems.

**CITY OF LAKE WALES FLORIDA
INSURANCE REQUIREMENTS CHECKLIST
FOR 09-180 POLICE UNIFORMS**

Items marked "X" must be provided

<u>X</u> <u>General Liability</u>	<u>Minimum Limits Requires</u>
X Commercial General Liability	\$2,000,000 General Aggregate
X Occurrence Form	\$1,000,000 Product/Completed Operations Agg.
	\$1,000,000 Personal & Advertising Injury
	\$1,000,000 Each Occurrence

<u>X</u> <u>Automobile Liability</u>	
Owned, Hired & Non-Owned	\$1,000,000 Combined Single Limit per occurrence

<u>X</u> <u>Worker's Compensation And Employer's Liability</u>	<u>Statutory</u>
	\$100,000 Each Accident
	\$500,000 Disease – Policy Limit
	\$100,000 Disease – Each employee

<u>Professional Liability – Errors & Omissions</u>	(*To be completed by Bidder)
*Deductible \$ _____	\$ _____ Aggregate
*Claims Made (Y/N) _____	\$ _____ Each Claim
*Occurrence (Y/N) _____	
*Defense Included in Limits(Y/N) _____	

<u>Builder's Risk – Installation Floater</u>	(*To be completed by Bidder)
*Flood Included \$ _____ Limit	\$ _____ 100% of Completed or
*Transportation Included \$ _____ Limit	installed Value All-Risk Form
*Storage Included \$ _____ Limit	

City must be Named Insured. Copy of Policy Will Be Required.

 Other

_____	\$ _____
_____	\$ _____
_____	\$ _____

 X The Certificate of Insurance must show "The City of Lake Wales", elected officials and employees" as an additional insured.

 Certificate must give to the City of Lake Wales 30 days' prior written notice of cancellation, non-renewal, or adverse change.

 X Certificates must identify bid number and bid title.

Subcontractors must carry the same insurance limits.

Insurance Carriers should be A rated.

Statement of Bidder:

We understand the requirements requested and agree to comply fully.

Bidder – Authorized Signature

A complete copy of this form with original signature must accompany proposal.

