



State of Arkansas
OFFICE OF STATE PROCUREMENT
1509 West Seventh Street, Room 300
Little Rock, Arkansas 72201-4222

INVITATION FOR BID

IFB Number: SP-15-0088R	Buyer: Anna Hawthorne Anna.Hawthorne@dfa.arkansas.gov
Commodity: Uniforms Agency: Arkansas State Police	Bid Opening Date: July 7, 2015
Date Issued: June 19, 2015	Bid Opening Time: 10:00 a.m. CDT

BIDS WILL BE ACCEPTED UNTIL THE TIME AND DATE SPECIFIED ABOVE. THE BID ENVELOPE, INCLUDING THE OUTSIDE OF OVERNIGHT PACKAGES, MUST BE SEALED AND SHOULD BE PROPERLY MARKED WITH THE BID NUMBER, DATE AND HOUR OF BID OPENING AND VENDOR'S RETURN ADDRESS. IT IS NOT NECESSARY TO RETURN "NO BIDS" TO THE OFFICE OF STATE PROCUREMENT.

Vendors are responsible for delivery of their bid documents to the Office of State Procurement prior to the scheduled time for opening of the particular bid. When appropriate, vendors should consult with delivery providers to determine whether the bid documents will be delivered to the OSP office street address prior to the scheduled time for bid opening. Delivery providers, USPS, UPS, and FedEx deliver mail to our street address on a schedule determined by each individual provider. These providers will deliver to our offices based solely on our street address.

MAILING ADDRESS: Office of State Procurement 1509 West Seventh Street, Room 300 Little Rock, AR 72201-4222 TELEPHONE NUMBER: 501-324-9316	BID OPENING LOCATION: Office of State Procurement 1509 West Seventh Street, Room 300 Little Rock, AR 72201-4222
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Company Name: _____

Name (type or print): _____

Title: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Telephone Number: _____

Fax Number: _____

E-Mail Address: _____

Signature: _____

USE INK ONLY. UNSIGNED BIDS WILL NOT BE CONSIDERED

Business Designation
(check one):

Individual []

Sole Proprietorship []

Public Service Corp []

Partnership []

Corporation []

Government/ Nonprofit []

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TYPE OF CONTRACT:	TERM
AGENCY P.R. NUMBER	1000713846

- 1. MINORITY BUSINESS POLICY:** Minority participation is encouraged in this and in all other procurements by state agencies. Minority is defined by Arkansas Code Annotated § 15-4-303 as a lawful permanent resident of this state who is: African American, Hispanic American, American Indian, Asian American, Pacific Islander American or a Service Disabled Veteran as designated by the United States Department of Veterans Affairs. The Arkansas Economic Development Commission conducts a certification process for minority business. Bidders unable to include minority-owned business as subcontractors "may explain the circumstances preventing minority inclusion".

Check minority type:

African American____ Hispanic American____ American Indian____ Asian American____
Pacific Islander American____ Service Disabled Veteran____

Arkansas Minority Certification Number_____

- 2. EQUAL EMPLOYMENT OPPORTUNITY POLICY:** In compliance with Arkansas Code Annotated § 19-11-104, the Office of State Procurement is required to have a copy of the vendor's Equal Opportunity Policy prior to issuing a contract award. EO Policies may be submitted in electronic format to the following email address: eeopolicy.osp@dfa.arkansas.gov, or as a hard copy accompanying the solicitation response. The Office of State Procurement will maintain a file of all vendor EO policies submitted in response to solicitations issued by this office. The submission is a one- time requirement, but vendors are responsible for providing updates or changes to their respective policies, and for supplying EO policies upon request to other state agencies that must also comply with this statute. Vendors that do not have an established EO policy will not be prohibited from receiving a contract award, but are required to submit a written statement to that effect.

- 3. ALTERATION OF ORIGINAL IFB DOCUMENTS:** The original written or electronic language of the IFB documents shall not be changed or altered except by approved written addendum issued by the Office of State Procurement. This does not eliminate a Bidder from taking exception(s) to non-mandatory terms and conditions, but does clarify that the Bidder cannot change the original document's written or electronic language. If the Bidder wishes to make exception(s) to any of the original language, it must be submitted by the Bidder in separate written or electronic language in a manner that clearly explains the exception(s). If Bidder's/Contractor's submittal is discovered to contain alterations/changes to the original written or electronic documents, the Bidder's response may be declared as "non-responsible" and the response shall not be considered.

- 4. REQUIREMENT OF AMENDMENT:** THIS IFB MAY BE MODIFIED ONLY BY AMENDMENTS WRITTEN AND AUTHORIZED BY THE OFFICE OF STATE PROCUREMENT. Bidders are cautioned to ensure that they have received or obtained, and responded to, any and all amendments to the bid prior to submission. There will be no addendums to a bid 72 hours prior to the bid opening. It is the responsibility of the vendor to check the OSP website, <http://www.arkansas.gov/dfa/procurement/bids/index.php> for any and all addendums up to that time.

- 5. DELIVERY OF RESPONSE DOCUMENTS:** In accordance with the Arkansas Procurement Law and Rules, it is the responsibility of vendors to submit bids at the place, and on or before the date and time, set in the bid solicitation documents. Bid documents received at the Office of State Procurement after the date and time designated for bid opening are considered late bids and shall not be considered. Bid documents arriving late, which are to be returned and are not clearly marked, may be opened to determine for which bid the submission is intended.

- 6. ADDITIONAL TERMS AND CONDITIONS:** The Office of State Procurement objects to, and shall not consider, any additional terms or conditions submitted by a bidder, including any appearing in documents attached as part of a bidder's response. In signing and submitting his bid, a bidder agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a bid, shall be grounds for rejecting a bid.

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7. ANTICIPATION TO AWARD: After complete evaluation of the solicitation, the anticipated award will be posted on the Office of State Procurement website. The purpose of the posting is to establish a specific time in which vendors and agencies are aware of the anticipated award. The bid results will be posted for a period of fourteen (14) days prior to the issuance of any award. Vendors and agencies are cautioned that these are preliminary results only, and no official award will be issued prior to the end of the fourteen-day posting period. Accordingly, any reliance on these preliminary results is at the agency's/vendor's own risk.

The Office of State Procurement reserves the right to waive the Anticipation to Award when it is determined to be in the best interest of the State.

8. PAST PERFORMANCE: In accordance with provisions of The State Procurement Law, R7: 19-11-229 Competitive Sealed Bidding - Bid Evaluation paragraph (E) (i) & (ii): a vendor's past performance with the state may be used in the evaluation of any bid made in response to this solicitation. The past performance should not be greater than three years old and must be supported by written documentation on file in the Office of State Procurement at the time of the bid opening. Documentation may be in the form of a written or an electronic report, VPR (Vendor Performance Report), memo, file or any other appropriate authenticated notation of performance to the vendor files.

9. VISA ACCEPTANCE: Awarded contractors should have the capability of accepting the State's authorized VISA Procurement Card (p-card) as a method of payment. Price changes or additional fee(s) may not be assessed when accepting the p-card as a form of payment. The successful bidder may receive payment from the State by the p-card in the same manner as other VISA purchases. VISA acceptance is preferred but is not the exclusive method of payment.

10. EO-98-04 GOVERNOR'S EXECUTIVE ORDER: Bidders should complete the Disclosure Forms issued with this bid.

11. CURRENCY: All bid pricing must be United States dollars and cents.

12. LANGUAGE: Bids will only be accepted in the English language.

SECTION 1 - GENERAL INFORMATION

1.1 **INTRODUCTION**

This Invitation for Bid (IFB) is issued by the Office of State Procurement (OSP) for the Arkansas State Police (ASP) to obtain pricing and a contract for Uniforms.

1.2 **ISSUING AGENCY**

The issuing office is the sole point of contact in the State for the selection process. Vendor questions regarding IFB related matters should be made through the State's buyer, Anna Hawthorne at 501-371-6054 or email Anna.Hawthorne@dfa.arkansas.gov. Vendor's questions **will** be answered as a courtesy and at vendor's own risk.

1.3 **CAUTION TO BIDDERS**

1. **During the time between the bid opening and contract award, any contact concerning this IFB should be initiated by the issuing office or requesting entity and not the vendor.** Specifically, the person named herein **will** initiate all contact.
2. **Vendors must submit one (1) signed original IFB response on or before the date specified on page one.**
3. The State Procurement Official reserves the right to award a contract or reject a bid for any or all line items of a bid received as a result of this IFB, if it is in the best interest of the State to do so. Bids **will** be rejected for one or more reasons not limited to the following:
 - a. Failure of the vendor to submit his bid on or before the deadline established by the issuing office.
 - b. Failure to sign an Official Bid Document.
 - c. Failure to complete the Official Bid Price Sheet.
 - d. Any wording by the vendor in their response to this IFB, or in subsequent correspondence, which conflicts with or takes exception to a requirement in the IFB.
 - e. Failure of any proposed goods or service to meet or exceed the specifications.

1.4 **BID FORMAT**

Any statement in this document that contains the word "**will**", "**must**" or "**shall**" means that compliance with the intent of the statement is mandatory, and failure by the bidder to satisfy that intent **will** cause the bid to be rejected. Reference to handbooks or other technical materials as part of a response must not constitute the entire response and vendor must identify the specific page and paragraph being referenced.

1.5 **TYPE OF CONTRACT**

The contract **will** be a one (1) year term contract from the date of award. Upon mutual agreement by the contractor and OSP, the contract may be renewed on a year-to-year basis, for up to six (6) additional one (1) year terms or a portion thereof. In no event **shall** the total contract term be more than seven (7) years.

1.6 **PAYMENT AND INVOICE PROVISIONS**

All invoices should be forwarded to the:
Arkansas State Police
Attention: Fiscal Section
1 State Police Plaza Drive
Little Rock, AR 72209

Payment **will** be made in accordance with applicable State of Arkansas accounting procedures upon acceptance by the Agency. The State may not be invoiced in advance of delivery and acceptance of any service or commodity. Payment **will** be made only after the contractor has successfully satisfied the (ASP) as to the goods and/or services purchased. Vendors should invoice (ASP) by an itemized list of charges. Purchase Order Number and/or Contract Number should be referenced on each invoice.

Selected vendor **must** be registered to receive payment and future bid notifications. If you are not a registered vendor you may register on-line at <https://www.ark.org/vendor/index.html>

1.7 RECORD RETENTION

The Contractor **shall** be required to maintain all pertinent financial and accounting records and evidence pertaining to the contract in accordance with generally accepted principles of accounting and other procedures specified by the State of Arkansas. Access **will** be granted upon request, to State or Federal Government entities or any of their duly authorized representatives.

Financial and accounting records **shall** be made available, upon request, to the State of Arkansas' designee(s) at any time during the contract period and any extension thereof, and for five (5) years from expiration date and final payment on the contract or extension thereof.

1.8 PROPRIETARY INFORMATION

Proprietary information submitted in response to this (IFB) **will** be processed in accordance with applicable State of Arkansas procurement procedures. Bids and documents pertaining to the (IFB) become the property of the State and **shall** be open to public inspection subsequent to bid opening. It is the responsibility of the Vendor to identify all proprietary information. **The vendor should submit one complete copy of the response from which any proprietary information has been removed, i.e., a redacted copy.** The redacted copy should reflect the same pagination as the original, show the empty space from which information was redacted, and should be submitted on a CD or flash drive. Except for the redacted information, the redacted copy must be identical to the original hard copy. The vendor is responsible for ensuring the redacted copy on CD/flash drive is protected against restoration of redacted data. The redacted copy **will** be open to public inspection under the Freedom of Information Act (FOIA) without further notice to the vendor. If a redacted copy is not included, the entire bid **will** be open to public inspection with the exception of financial data (other than pricing). If the State of Arkansas deems redacted information to be subject to the FOIA the vendor **will** be contacted prior to sending out the information.

1.9 RESERVATION

This IFB does not commit the State Procurement Official to award a contract, to pay costs incurred in the preparation of a bid in response to this request, or to procure or contract for commodities or services.

1.10 PRIME CONTRACTOR RESPONSIBILITY

The selected vendor **will** be required to assume prime contractor responsibility for the contract and **will** be the sole point of contact with regard to all commodities, services and support.

No Sub-contractors will be considered for this IFB.

1.11 CONTRACT INFORMATION

1. The State of Arkansas may not contract with another party:

- a. Upon default, to pay all sums to become due under a contract.
- b. To pay damages, legal expenses or other costs and expenses of any party.
- c. To continue a contract once the equipment has been repossessed.
- d. To conduct litigation in a place other than Pulaski County, Arkansas
- e. To agree to any provision of a contract which violates the laws or constitution of the State of Arkansas.

2. A party wishing to contract with the State of Arkansas should:

- a. Remove any language from its contract which grants to it any remedies other than:
 - i. The right to possession.
 - ii. The right to accrued payments.
 - iii. The right to expenses of de-installation.
 - iv. The right to expenses of repair to return the equipment to normal working order, normal wear and tear excluded.
 - v. The right to recover only amounts due at the time of repossession and any unamortized nonrecurring cost as allowed by Arkansas Law.
- b. Include in its contract that the laws of the State of Arkansas govern the contract.
- c. Acknowledge that contracts become effective when awarded by the State Procurement Official.

1.12 CONDITIONS OF CONTRACT

The successful bidder **shall** at all times observe and comply with federal and State laws, local laws, ordinances, orders, and regulations existing at the time of or enacted subsequent to the execution of this contract which in any manner affect the completion of the work. The successful bidder **shall** indemnify and save harmless the agency and all its officers, representatives, agents, and employees against any claim or liability arising from or based upon the violation of any such law, ordinance, regulation, order or decree by an employee, representative, or subcontractor of the successful bidder.

1.13 STATEMENT OF LIABILITY

The State **will** demonstrate reasonable care but **shall** not be liable in the event of loss, destruction, or theft of contractor-owned items to be delivered or to be used in the installation of deliverables. The vendor is required to retain total liability until the deliverables have been accepted by the "authorized agency official." At no time **will** the State be responsible for or accept liability for any vendor-owned items.

1.14 AWARD RESPONSIBILITY

The State Procurement Official **will** be responsible for award and administration of any resulting contract.

1.15 PUBLICITY

News releases by a vendor pertaining to this IFB or any portion of the project **shall** not be made without prior written approval of the State Procurement Official. Failure to comply with this requirement is deemed to be a valid reason for disqualification of the vendor's bid. The State Procurement Official **will** not initiate any publicity relating to this procurement action before the contract award is completed.

1.16 AWARD CRITERIA

Award **shall** be made to the lowest responsible, responsive bidder on an **ALL OR NONE** basis for total uniform cost of all items. Bidders must bid all items to be considered.

Bids **must** meet or exceed all defined specifications. Bids **must** meet all terms and conditions of this Invitation for Bid and the laws of the State of Arkansas.

1.17 DELEGATION AND/OR ASSIGNMENT

The vendor **shall** not assign the contract in whole or in part or any payment arising there from without the prior written consent of the State Procurement Official. The vendor **shall** not delegate any duties under this contract to a subcontractor unless the State Procurement Official has given written consent to the delegation.

1.18 COST

All charges **must** be included on the Official Bid Price Sheet and **must** include all associated cost for the goods being bid. Bid pricing **must** be valid for 90 days following IFB opening to allow sufficient time to tabulate and evaluate bid responses.

NOTE:

1. The State **will** not be obligated to pay any costs not identified on the Official Bid Price Sheet.
2. Any cost not identified by the bidder but subsequently incurred in order to achieve the purchase of Uniforms **shall** be borne by the bidder.

1.19 PRICE CHANGE CLAUSE

All prices bid **will** remain firm for the first term of the contract. In the event of an industry wide price increase for the items quoted, the contractor may request a price adjustment at the time of the contract extension request, provided the contractor submits documentation from the manufacturer certifying/justifying the increased cost.

After receipt of required documentation and in the event a price change is authorized thereafter, said prices **will** remain firm for any period agreed upon for extension.

In the event of a general price decrease, the State **shall** be guaranteed full benefit of the price reduction for all undelivered purchase orders on the effective date of the decrease and thereafter.

1.20 DELIVERY: FOB DESTINATION

Arkansas State Police
Central Supply
1 State Police Plaza Drive
Little Rock, AR 72209

All orders should be shipped complete as requested per each purchase order. The agency **must** approve any partial shipment, at no additional cost to the agency.

The agency requests delivery within thirty (30) days after receipt of the order. If this delivery date cannot be met, the bidder **must** state the number of days required to place the commodity in the ordering agency's designated location. Failure to state the delivery time obligates the bidder to complete delivery by the agency's requested date. Extended delivery dates may be considered when in the best interest of the state.

Delivery _____ days after receipt of order.

All deliveries **must** be made during normal state work hours and within the agreed upon number of days unless otherwise arranged and coordinated with the agency. The vendor **shall** give the agency immediate notice of any anticipated delays or plant shutdowns that **will** affect the delivery requirement.

Loss or damage that occurs during shipping, prior to the order being received by the agency, is the vendor's responsibility. All orders should be properly packaged to prevent damage during shipping.

1.21 ACCEPTANCE STANDARDS

Inspection and acceptance/rejection of products **shall** be made within thirty (30) days of receipt. Arkansas State Police **shall** have the option to return any products within the thirty (30) day timeframe for any reason. Bid **must** include a "total satisfaction" return policy for all products and **shall** not impose any liability on the State for such returns.

1.22 REQUIRED DOCUMENTATION

Required documentation, when requested by OSP, **must** be received by OSP within (72) hours from request.

1.23 CANCELLATION

In the event the State no longer needs the commodity specified in the contract or purchase order due to program changes, changes in laws, rules, regulations, relocation of offices, or lack of appropriated funding, the State may cancel the contract or purchase order by giving the contractor written notice of such cancellation thirty (30) days prior to the date of cancellation.

SECTION 2 - SPECIFIC REQUIREMENTS

2.1 **SCOPE**

This Invitation for Bid (IFB) is issued by the Office of State Procurement (OSP) for the Arkansas State Police (ASP) to obtain pricing and a contract for Uniforms.

2.2 **PRE-BID MEETING: MANDATORY**

ASP will have one (1) mandatory pre-bid meeting for all vendors interested in bidding. Each vendor must have no less than one (1) representative present. Failure to attend the pre-bid meeting will result in an immediate disqualification of the vendor's bid response.

PRE-BID MEETING SPECIFICATIONS

Location:

Arkansas State Police Headquarters / Main Entrance
1 State Police Plaza Drive
Little Rock, AR 72209

Date:

June 25, 2015

Time:

9:00 a.m.

A sign in sheet must be signed upon arrival

Late arrivals will not be permitted to join the pre-bid meeting.

Prior to the pre-bid meeting, each bidder should carefully read the bid and have any questions prepared to insure a good understanding of the IFB. Any questions regarding the pre-bid meeting shall be referred to Anna Hawthorne at 501-371-6054 or email at Anna.Hawthorne@dfa.arkansas.gov.

2.3 **VENDOR LOCATION**

The vendor must be located within (50) miles of the Arkansas State Police Headquarters, located at 1 State Police Plaza Drive in Little Rock, AR 72209.

2.4 **QUANTITIES**

The quantities stated within this IFB are estimated for bidding purposes only. The State may order more or less as is required during the term of the contract.

2.5 **UNIFORM CUSTOMIZATION**

Each uniform must be customized to ASP standards upon receipt from the manufacturer and before delivery to the ASP.

The following customization is required:

- Patch placement on shirts and jacket. Patches must be sewn on.
- Removal of the manufacturer Epaulet from the uniform shirts to replace it with the ASP required Epaulet. Epaulets must be sewn in.
- Removal of the manufacturer Epaulet from the uniform jacket to replace it with the ASP required Epaulet. Epaulets must be sewn in.
- Removal of five (5) buttons on each shirt.
- Sewing to alter buttonhole size on each shirt.
- Pant hemming. Hemming must be sewn.
- Sewn name badge on Jacket.

NOTE: See available customization details in Sections 3 and 4. Thread color specifications not listed, in section 4, will be provided at the pre-bid meeting.

2.6 EPAULETS, PATCHES, AND SEWN NAME BADGE

Epaulet, patch, and name badge examples are attached in section 4. Epaulets, patches, and name badges must be supplied by the vendor and shall be included in the services cost. Epaulets, patches, and name badges will not be a separate line item on the contract. See official price sheet for pricing breakdown requirements.

2.7 SHIRT - FRONT ZIPPER,

Vendor must specify a 15 inch brass zipper on all shirts when ordering from the manufacturer.

2.8 PANT – STRIPE (CLASS A/B)

Vendor must specify, when ordering Class A/B uniform pants, a one and one half (1 ½) inch stripe installed on the outer seam from waist band extending to bottom of pant leg. Stripe must be made out of F0851-A fabric.

2.9 FINISHING AND PRESSING

All items **must** be finished and pressed in a first class manner. Excess threads **must** be removed

Military Creases: There **shall** be five sharp silicone military creases on all shirts. One crease on each front to be centered vertically. Front creases **shall** be through pockets and flaps. Spacing for three military creases across shirt back **shall** be proportionate to the size of the shirt.

2.10 SIZE TAG, CARE INSTRUCTIONS, AND CONTENTS

All items must have a permanent sewn in label(s) containing size and care instructions.

2.11 ALTERATIONS AND REPAIRS

Alterations and/or repairs should be completed within seven (7) days of receipt of garment. If this alteration/repair date cannot be met, the bidder **must** state the number of days required to repair/alter the commodity and return to ASP. Failure to state the repair/alter completion time obligates the bidder to complete repair/alter by the agency's requested date. Extended repair/alter dates may be considered when in the best interest of the state.

Repair/Alter _____ days after receipt of order.

2.12 BRAND SPECIFICATION

All jackets, shirts, and pants are brand specific and must be supplied, to the vendor, by the manufacturer listed in the item specifications. Brand/Manufacturer substitutions in the bid response will not be accepted.

2.13 REFERENCES

Upon request, the bidder **must** supply at least three (3) reference accounts, to OSP, prior to award. At least one (1) of the references **must** be located in Central Arkansas who have been providing client services of the same or similar nature in the last five (5) years.

2.14 UNIFORM SAMPLES

Upon request, the bidder **must** supply one (1) sample of each item, to OSP, prior to award. The samples, if requested, **must** comply with items specified in this IFB and **shall** be approved by OSP and ASP, prior to award.

2.15 SHIPMENT PACKAGING

Items **must** be packed and shipped per the purchase order.

The package **must** be identified and marked with the officer's name.

Each package **must** contain the following:

- Item(s) listed on the purchase order.
- Packing list containing the item number referenced on the contract, item description, and purchase order number issued by the agency.

SECTION 3 – ITEM SPECIFICATIONS

3.1 ITEM SPECIFICATIONS

ITEM 1 – Uniform Jacket with Liner – Unisex (Class A/B ONLY)

BRAND/MANUFACTURER

Flying Cross by Fechheimer – No substitute

Public Safety Gore-Tex Uniform Jacket with Liner – (Unisex)

Item number - 79900GTX

Stock Sizes

- Short: Extra Small – Large
- Regular: Extra Small – 5XL
- Long: Medium – 5XL

Color

- LAPD Navy

ITEM CUSTOMIZATION

Patches

- State Trooper: Star Patch on each arm

Epaulet Replacement

- Manufacturer Epaulet must be removed and replaced with ASP Epaulet.

Sewn Name Badge

- Sewn name badge must be sewn onto the right front panel of the jacket, above the pocket.

Note: Jacket lining must be removed from inside jacket arms, inside shoulders, and under sewn name badge location to attach ASP patches, epaulets, and sewn name badge. Lining must be re-attached once patches, Epaulets, and sewn name badges are in place.

ITEM 2 – Uniform Jacket with liner – Unisex (Class C ONLY) DL AND CDL Examiner / Telecommunication Operator

BRAND/MANUFACTURER

Spiewak – No substitute

Jacket with lining style # S327

Jacket Item number – S3616

Stock Sizes

- Regular: Small – 4XL
- Long: Small – 4XL

Color

- LAPD Navy

ITEM CUSTOMIZATION

Patches

- DL Examiner, CDL Examiner, and Telecommunication Operator: Star patch on left arm; Department title patch on right arm.

Epaulet Replacement

- Manufacturer epaulet must be removed and replaced with ASP epaulet.

Sewn Name Badge

- Sewn name badge must be sewn onto the right front panel of the jacket, above the pocket.

Sewn Cloth Badge

- Sewn cloth badge must be sewn onto the left front panel of the jacket, above the pocket.

ITEM 3 – Uniform Pant – (Class A/B)

BRAND/MANUFACTURER

Flying Cross by Fechheimer – No Substitute

Men's Trouser

Item number - 47280

Stock Sizes

- Short Rise: 28-42 (only even sizes)
- Regular Rise: 28-54 (only even sizes over 38)
- Long Rise: 32-48 (only even sizes)

Color

- LAPD Navy

Stripe

- There is a one and one half (1 1/2) inch stripe installed on the seam to the waistband out of F0851-A fabric.

ITEM CUSTOMIZATION

Hemming

- Vendor must sew a two and one half (2 1/2) inch hem at the bottom of the pant legs.

ITEM 4 – Tactical Pant – (Class C)

BRAND

Propper – No Substitute

Lightweight Tactical Trouser

Style number (men's) - F5252-50

Style number (women's) - F5254-50

Stock Sizes

- Men's waist sizes 28-54 even sizes.
- Men's sizes 28 and 48-54 unhemmed (37.5" inseam).
- Men's sizes 30-46 are finished in 30,32,34,36 inseams.
- Women's sizes 2-24 even sizes unhemmed (36.5" inseam).

Color

- LAPD Navy

ITEM CUSTOMIZATION

Hemming

- Vendor must sew, special sized unhemmed pants, with a three fourths (3/4) of an inch hem at the bottom of the pant legs.

ITEM 5 – Uniform Pant – (DL Examiner and Telecommunication Operator)

BRAND/MANUFACTURER

Flying Cross by Fechheimer – No Substitute

Men's Trouser

Item number - 47280

Stock Sizes

- Short Rise: 28-42 (only even sizes)
- Regular Rise: 28-54 (only even sizes over 38)
- Long Rise: 32-48 (only even sizes)

Color

- LAPD Navy

ITEM CUSTOMIZATION

Hemming

- Vendor must sew a two and one half (2 ½) inch hem at the bottom of the pant legs.

ITEM 6 – Long Sleeve Uniform Shirt – (Class A)

BRAND/MANUFACTURER

Flying Cross by Fechheimer – No Substitute

Men's Shirt

Item number - 05W8426

Stock Sizes

- Sleeve lengths: 32-37 inches
- Neck sizes: 14 ½ to 18 ½, 19, 20, 21, 22

Color

- French Blue

ITEM CUSTOMIZATION

Patches

- State Trooper: Star patch on each arm

Epaulet Replacement

- Manufacturer epaulet must be removed and replaced with ASP epaulet.

Buttons and Buttonholes

- Vendor must remove two (2) manufacturer buttons from the right front panel of the shirt above the zipper and replace with two (2) buttonholes measuring one fourth (1/4) of an inch in size to accept metal button shank.
- Vendor must remove three (3) manufacturer buttons from the left front panel of shirt along the side of the zipper.
- Vendor must resize the top five (5) button holes on left front panel of the shirt to measure one fourth of an inch (1/4) opening to accept metal button shank, (metal button shank provided by ASP).

ITEM 7 – Short Sleeve Uniform Shirt – (Class B)

BRAND/MANUFACTURER

Flying Cross by Fechheimer – No Substitute

Men's Shirt

Item number - 55R8426

Stock Sizes

- Neck sizes: 14 ½ to 18 ½, 19, 20, 21, 22

Color

- French Blue

ITEM CUSTOMIZATION

Patches

- State Trooper: Star patch on each arm

Epaulet Replacement

- Manufacturer epaulet must be removed and replaced with ASP epaulet.

Buttons and Buttonholes

- Vendor must remove two (2) manufacturer buttons from the right front panel of the shirt above the zipper and replace with two (2) buttonholes measuring one fourth (1/4) of an inch in size to accept metal button shank.
- Vendor must remove three (3) manufacturer buttons from the left front panel of shirt along the side of the zipper.
- Vendor must resize the top five (5) button holes on left front panel of the shirt to measure one fourth of an inch (1/4) opening to accept metal button shank, (metal button shank provided by ASP).

ITEM 8 – Long Sleeve Uniform Shirt – (Class C)

BRAND

Propper – No Substitute

Lightweight Tactical Dress Shirt

Style number - F5312

Stock Sizes

- XS-4XL Regular & S-3XL Long

Color

- LAPD Navy

ITEM CUSTOMIZATION

Patches

- State Trooper: Star patch on each arm
- CDL Examiner: Star patch on left arm; Department title patch on right arm.

Sewn Name Badge

- Sewn name badge must be sewn onto the right front panel of the jacket, above the pocket.

Sewn Cloth Badge

- Sewn cloth badge must be sewn onto the left front panel of the jacket, above the pocket.

Sewn Rank Insignia Badge

- Sewn rank insignia badge must be sewn onto the front of both sides of the collar.

ITEM 9 – Short Sleeve Uniform Shirt – (Class C)

BRAND

Propper – No Substitute

Lightweight Tactical Dress Shirt

Style number - F5311

Stock Sizes

- XS-4XL Regular

Color

- LAPD Navy

ITEM CUSTOMIZATION

Patches

- State Trooper: Star patch on each arm
- CDL Examiner: Star patch on left arm; Department title patch on right arm.

Sewn Name Badge

- Sewn name badge must be sewn onto the right front panel of the jacket, above the pocket.

Sewn Cloth Badge

- Sewn cloth badge must be sewn onto the left front panel of the jacket, above the pocket.

Sewn Rank Insignia Badge

- Sewn rank insignia badge must be sewn onto the front of both sides of the collar.

ITEM 10 – Long Sleeve Uniform Shirt – Men's (DL Examiner and Telecommunication Operator)

BRAND

Flying Cross by Fechheimer – No Substitute

Men's Shirt – Long Sleeve

Item number - 45W6625

Stock Sizes

- Sleeve lengths: 32-37 inches
- Neck sizes: 14 ½ to 18 ½ , 19, 20, 21, 22

Color

- Medium Blue

ITEM CUSTOMIZATION

Patches

- DL Examiner and Telecommunication Operator: Star patch on left arm; Department title patch on right arm

Buttons and Buttonholes

- Vendor must remove two (2) manufacturer buttons from the right front panel of the shirt above the zipper and replace with two (2) buttonholes measuring one fourth (1/4) of an inch in size to accept metal button shank.
- Vendor must remove three (3) manufacturer buttons from the left front panel of shirt along the side of the zipper.
- Vendor must resize the top five (5) button holes on left front panel of the shirt to measure one fourth of an inch (1/4) opening to accept metal button shank, (metal button shank provided by ASP).

ITEM 11 – Short Sleeve Uniform Shirt – Men’s (DL Examiner and Telecommunication Operator)

BRAND

Flying Cross by Fechheimer – No Substitute

Men’s Shirt – Short Sleeve

Item number - 95R6625

Stock Sizes

- S – 4XL

Color

- Medium Blue

ITEM CUSTOMIZATION

Patches

- DL Examiner, and Telecommunication Operator: Star patch on left arm; Department title patch on right arm

Buttons and Buttonholes

- Vendor must remove two (2) manufacturer buttons from the right front panel of the shirt above the zipper and replace with two (2) buttonholes measuring one fourth (1/4) of an inch in size to accept metal button shank.
- Vendor must remove three (3) manufacturer buttons from the left front panel of shirt along the side of the zipper.
- Vendor must resize the top five (5) button holes on left front panel of the shirt to measure one fourth of an inch (1/4) opening to accept metal button shank, (metal button shank provided by ASP).

ITEM 12 – Long Sleeve Uniform Shirt – Women’s (DL Examiner and Telecommunication Operator)

BRAND

Flying Cross by Fechheimer – No Substitute

Women’s Shirt – Long Sleeve

Item number - 102W6625

Stock Sizes

- Bust Sizes: 28-52 inches
- Sleeve Length:

28,30	Regular = 30"	
32,34	Regular = 30"	Long = 31"
36,38	Regular = 31"	Long = 32"
40,42	Regular = 32"	Long = 33"
44,46	Regular = 33"	Long = 34"
48 & up	Regular = 34"	Long = 35"

Color

- Medium Blue

ITEM CUSTOMIZATION

Patches

- DL Examiner and Telecommunication Operator: Star patch on left arm; Department title patch on right arm

Buttons and Buttonholes

- Vendor must remove two (2) manufacturer buttons from the right front panel of the shirt above the zipper and replace with two (2) buttonholes measuring one fourth (1/4) of an inch in size to accept metal button shank.
- Vendor must remove three (3) manufacturer buttons from the left front panel of shirt along the side of the zipper.
- Vendor must resize the top five (5) button holes on left front panel of the shirt to measure one fourth of an inch (1/4) opening to accept metal button shank, (metal button shank provided by ASP).

ITEM 13 – Short Sleeve Uniform Shirt – Women’s (DL Examiner and Telecommunication Operator)

BRAND

Flying Cross by Fechheimer – No Substitute

Women’s Shirt – Short Sleeve

Item number - 152R6625

Stock Sizes

- Bust Size: 28-52

Color

- Medium Blue

ITEM CUSTOMIZATION

Patches

- DL Examiner and Telecommunication Operator: Star patch on left arm; Department title patch on right arm

Buttons and Buttonholes

- Vendor must remove two (2) manufacturer buttons from the right front panel of the shirt above the zipper and replace with two (2) buttonholes measuring one fourth (1/4) of an inch in size to accept metal button shank.
- Vendor must remove three (3) manufacturer buttons from the left front panel of shirt along the side of the zipper.
- Vendor must resize the top five (5) button holes on left front panel of the shirt to measure one fourth of an inch (1/4) opening to accept metal button shank, (metal button shank provided by ASP).

SECTION 4 – CUSTOMIZATION
EPAULET / PATCH / SEWN NAME BADGE SPECIFICATIONS

4.1 EPAULET, PATCH, SEWN NAME BADGE, AND SEWN INSIGNIA BADGE

Vendor must supply Epaulets, Patches, Sewn Name Badges, Sewn Cloth badges, and Sewn Rank Insignia Badges as specified by ASP. These items are specific to ASP and shall not be sold or copied.

NOTE: Pictures below may appear darker than actual colors required. An example of each epaulet, patch, and sewn name and insignia badge will be displayed at the pre-bid meeting.

4.2 EPAULET (SHIRT AND JACKET)

Contrast Royal Shoulder Straps with gold piping set into seems to be two-piece pointed and to be set on yoke with leading topstitch conforming to front joining seam. Epaulets must measure two (2) inches wide at sleeve, tapering to one and three-eighths (1 3/8) inch wide, and set at no more than one half (1/2) inches from the collar set seam. Epaulet must be cross stitched approximately two (2) inches from the sleeve seam. Shoulder strap must have functional buttonhole to attach to sewn button on the shoulder of the shirt.



4.3 PATCHES

STATE TROOPER STAR

- Shape: 6 Point Star
- Size: 4.25" x 3.75"
- Badge: Polyester twill with embroidered border
- Font: Block



TELECOMMUNICATIONS OPERATOR

- Shape: State of Arkansas outline
- Size: 3.38" X 4"
- Badge: Polyester Twill with embroidered border
- Font: Block Style



DRIVER'S LICENSE (DL) EXAMINER

- Shape: State of Arkansas outline
- Size: 3.38" X 4"
- Badge: Polyester Twill with embroidered border
- Font: Block Style



CERTIFIED DRIVER'S LICENSE (CDL) EXAMINER

- Shape: State of Arkansas outline
- Size: 3.38" X 4"
- Badge: Polyester Twill with embroidered border
- Font: Block Style



4.4 SEWN NAME BADGE (CLASS A, B, & C JACKETS, CLASS C SHIRTS)

The monogrammed name badge should be made of the same material as the Class C shirt with silver letters measuring one half (1/2) of an inch. The badge must be one (1) inch in height to be set horizontally, centered and sewn above the pocket, on the right front panel of the shirt, with the bottom of the badge border butted against the top of the pocket. The length of the name badge should not exceed the width of the pocket. Exceptions will be made for long names.



4.5 SEWN BADGE PATCH (CLASS C JACKET, CLASS C SHIRT)

An ASP regulation full-color embroidered badge should be centered and sewn with the bottom tip of the badge no more than one sixteenth (1/16) of an inch above the left pocket on the front panel of the shirt.

SIZE – 3.25" X 2 3/8"

Badge: Embroidered Polyester twill

Font: Block style



4.6 SEWN RANK INSIGNIA BADGE (CLASS C JACKET, CLASS SHIRT)

"A.S.P." insignia badges must be sewn and worn on both collars of the shirt. The badge should be made of the same material as the Class C shirt with silver letters measuring one half (1/2) of an inch. The badge shall be sewn on both sides of the front collar of the shirt. The badge must be one (1) inch in height to be set one forth (1/4) of an inch up from the bottom edge of the collar, one forth (1/4) of an inch back from the front edge of the collar and parallel with the top of the collar. All measurements are from the closest point.



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OFFICIAL BID PRICE SHEET

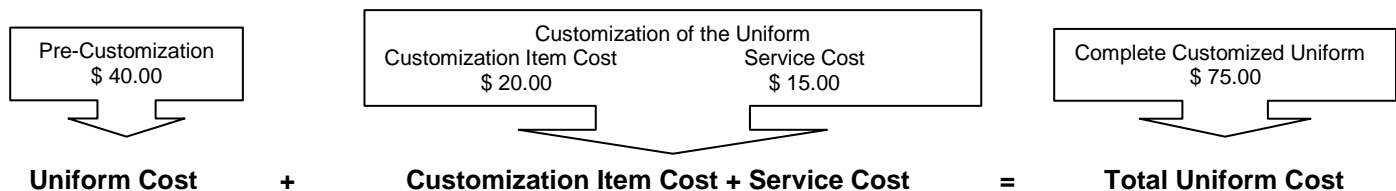
ITEM NUMBER DESCRIPTION ESTIMATED QUANTITY	UNIFORM COST per each	*CUSTOMIZE ITEM COST	**CUSTOMIZE SERVICE COST	TOTAL UNIFORM COST per each
1. Uniform Jacket with Liner (Class A/B) Est. Qty.: 40	\$	\$	\$	\$
2. Uniform Jacket with Liner (Class C) Est. Qty.: 25	\$	\$	\$	\$
3. Uniform Pant (Class A/B) Est. Qty.: 120	\$	\$	\$	\$
4. Tactical Pant (Class C) Est. Qty.: 140	\$	\$	\$	\$
5. Uniform Pant (CDL and DL Examiner, Telecommunication Operator) Est. Qty.: 80	\$	\$	\$	\$
6. Long Sleeve Uniform Shirt (Class A) Est. Qty.: 90	\$	\$	\$	\$
7. Short Sleeve Uniform Shirt (Class B) Est. Qty.: 90	\$	\$	\$	\$
8. Long Sleeve Uniform Shirt (Class C) Est. Qty.: 100	\$	\$	\$	\$
9. Short Sleeve Uniform Shirt (Class C) Est. Qty.: 100	\$	\$	\$	\$
10. Long Sleeve Uniform Shirt (Men's DL and CDL Examiner, Telecommunication Operator) Est. Qty.: 45	\$	\$	\$	\$
11. Short Sleeve Uniform Shirt (Men's DL and Telecommunication Operator) Est. Qty.: 45	\$	\$	\$	\$
12. Long Sleeve Uniform Shirt (Women's DL and Telecommunication Operator) Est. Qty.: 10	\$	\$	\$	\$
13. Short Sleeve Uniform Shirt (Women's DL and Telecommunication Operator) Est. Qty.: 10	\$	\$	\$	\$

Note:

*Customize Item Cost: one cost shall include all epaulets, patches, badges, or hemming required for each uniform piece.

**Customize Service Cost: one cost shall include all sewing and hemming required for each uniform piece.

Example:



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STANDARD TERMS AND CONDITIONS

1. **GENERAL:** Any special terms and conditions included in the invitation for bid override these standard terms and conditions. The standard terms and conditions and any special terms and conditions become part of any contract entered into if any or all parts of the bid are accepted by the State of Arkansas.
2. **ACCEPTANCE AND REJECTION:** The state reserves the right to accept or reject all or any part of a bid or any and all bids, to waive minor technicalities, and to award the bid to best serve the interest of the state.
3. **BID SUBMISSION:** Bids must be submitted to the Office of State Procurement on this form, with attachments when appropriate, on or before the date and time specified for bid opening. If this form is not used, the bid may be rejected. The bid must be typed or printed in ink. The signature must be in ink. Unsigned bids will be disqualified. The person signing the bid should show title or authority to bind his firm in a contract. Each bid should be placed in a separate envelope completely and properly identified. Late bids will not be considered under any circumstances.
4. **PRICES:** Bid unit price F.O.B. destination. In case of errors in extension, unit prices shall govern. Prices are firm and not subject to escalation unless otherwise specified in the bid invitation. Unless otherwise specified, the bid must be firm for acceptance for thirty days from the bid opening date. "Discount from list" bids are not acceptable unless requested in the bid invitation.
5. **QUANTITIES:** Quantities stated in **term contracts** are estimates only, and are not guaranteed. Bid unit price on the estimated quantity and unit of measure specified. The state may order more or less than the estimated quantity on term contracts. Quantities stated on **firm contracts** are actual requirements of the ordering agency.
6. **BRAND NAME REFERENCES:** Any catalog brand name or manufacturer's reference used in the bid invitation is descriptive only, not restrictive, and used to indicate the type and quality desired. Bids on brands of like nature and quality will be considered. If bidding on other than referenced specifications, the bid must show the manufacturer, brand or trade name, and other descriptions, and should include the manufacturer's illustrations and complete descriptions of the product offered. The state reserves the right to determine whether a substitute offered is equivalent to and meets the standards of the item specified, and the state may require the bidder to supply additional descriptive material. The bidder guarantees that the product offered will meet or exceed specifications identified in this bid invitation. If the bidder takes no exception to specifications or reference data in this bid he will be required to furnish the product according to brand names, numbers, etc., as specified in the invitation.
7. **GUARANTY:** All items bid shall be newly manufactured, in first-class condition, latest model and design, including, where applicable, containers suitable for shipment and storage, unless otherwise indicated in the bid invitation. The bidder hereby guarantees that everything furnished hereunder will be free from defects in design, workmanship and material, that if sold by drawing, sample or specification, it will conform thereto and will serve the function for which it was furnished. The bidder further guarantees that if the items furnished hereunder are to be installed by the bidder, such items will function properly when installed. The bidder also guarantees that all applicable laws have been complied with relating to construction, packaging, labeling and registration. The bidder's obligations under this paragraph shall survive for a period of one year from the date of delivery, unless otherwise specified herein.
8. **SAMPLES:** Samples or demonstrators, when requested, must be furnished free of expense to the state. Each sample should be marked with the bidder's name and address, bid number and item number. If samples are not destroyed during reasonable examination they will be returned at bidder's expense, if requested, within ten days following the opening of bids. All demonstrators will be returned after reasonable examination.
9. **TESTING PROCEDURES FOR SPECIFICATIONS COMPLIANCE:** Tests may be performed on samples or demonstrators submitted with the bid or on samples taken from the regular shipment. In the event products tested fail to meet or exceed all conditions and requirements of the specifications, the cost of the sample used and the reasonable cost of the testing shall be borne by the bidder.
10. **AMENDMENTS:** The bid cannot be altered or amended after the bid opening except as permitted by regulation.
11. **TAXES AND TRADE DISCOUNTS:** Do not include state or local sales taxes in the bid price. Trade discounts should be deducted from the unit price and the net price should be shown in the bid.
12. **AWARD: Term Contract:** A contract award will be issued to the successful bidder. It results in a binding obligation without further action by either party. This award does not authorize shipment. Shipment is authorized by the receipt of a purchase order from the ordering agency. **Firm Contract:** A written state purchase order authorizing shipment will be furnished to the successful bidder.
13. **LENGTH OF CONTRACT:** The invitation for bid will show the period of time the term contract will be in effect.

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- 14. DELIVERY ON FIRM CONTRACTS:** The invitation for bid will show the number of days to place a commodity in the ordering agency's designated location under normal conditions. If the bidder cannot meet the stated delivery, alternate delivery schedules may become a factor in an award. The Office of State Procurement has the right to extend delivery if reasons appear valid. If the date is not acceptable, the agency may buy elsewhere and any additional cost will be borne by the vendor.
- 15. DELIVERY REQUIREMENTS:** No substitutions or cancellations are permitted without written approval of the Office of State Procurement. Delivery shall be made during agency work hours only 8:00 a.m. to 4:30 p.m., unless prior approval for other delivery has been obtained from the agency. Packing memoranda shall be enclosed with each shipment.
- 16. STORAGE:** The ordering agency is responsible for storage if the contractor delivers within the time required and the agency cannot accept delivery.
- 17. DEFAULT:** All commodities furnished will be subject to inspection and acceptance of the ordering agency after delivery. Back orders, default in promised delivery, or failure to meet specifications authorize the Office of State Procurement to cancel this contract or any portion of it and reasonably purchase commodities elsewhere and charge full increase, if any, in cost and handling to the defaulting contractor. The contractor must give written notice to the Office of State Procurement and ordering agency of the reason and the expected delivery date. Consistent failure to meet delivery without a valid reason may cause removal from the bidders list or suspension of eligibility for award.
- 18. VARIATION IN QUANTITY:** The state assumes no liability for commodities produced, processed or shipped in excess of the amount specified on the agency's purchase order.
- 19. INVOICING:** The contractor shall be paid upon the completion of all of the following: (1) submission of an original and the specified number of copies of a properly itemized invoice showing the bid and purchase order numbers, where itemized in the invitation for bid, (2) delivery and acceptance of the commodities and (3) proper and legal processing of the invoice by all necessary state agencies. Invoices must be sent to the "Invoice To" point shown on the purchase order.
- 20. STATE PROPERTY:** Any specifications, drawings, technical information, dies, cuts, negatives, positives, data or any other commodity furnished to the contractor hereunder or in contemplation hereof or developed by the contractor for use hereunder shall remain property of the state, be kept confidential, be used only as expressly authorized and returned at the contractor's expense to the F.O.B. point properly identifying what is being returned.
- 21. PATENTS OR COPYRIGHTS:** The contractor agrees to indemnify and hold the State harmless from all claims, damages and costs including attorneys' fees, arising from infringement of patents or copyrights.
- 22. ASSIGNMENT:** Any contract entered into pursuant to this invitation for bid is not assignable nor the duties thereunder delegable by either party without the written consent of the other party of the contract.
- 23. OTHER REMEDIES:** In addition to the remedies outlined herein, the contractor and the state have the right to pursue any other remedy permitted by law or in equity.
- 24. LACK OF FUNDS:** The state may cancel this contract to the extent funds are no longer legally available for expenditures under this contract. Any delivered but unpaid for goods will be returned in normal condition to the contractor by the state. If the state is unable to return the commodities in normal condition and there are no funds legally available to pay for the goods, the contractor may file a claim with the Arkansas Claims Commission. If the contractor has provided services and there are no longer funds legally available to pay for the services, the contractor may file a claim.
- 25. DISCRIMINATION:** In order to comply with the provision of Act 954 of 1977, relating to unfair employment practices, the bidder agrees that: (a) the bidder will not discriminate against any employee or applicant for employment because of race, sex, color, age, religion, handicap, or national origin; (b) in all solicitations or advertisements for employees, the bidder will state that all qualified applicants will receive consideration without regard to race, color, sex, age, religion, handicap, or national origin; (c) the bidder will furnish such relevant information and reports as requested by the Human Resources Commission for the purpose of determining compliance with the statute; (d) failure of the bidder to comply with the statute, the rules and regulations promulgated thereunder and this nondiscrimination clause shall be deemed a breach of contract and it may be cancelled, terminated or suspended in whole or in part; (e) the bidder will include the provisions of items (a) through (d) in every subcontract so that such provisions will be binding upon such subcontractor or vendor.
- 26. CONTINGENT FEE:** The bidder guarantees that he has not retained a person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of

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bona fide employees or bona fide established commercial selling agencies maintained by the bidder for the purpose of securing business.

- 27. ANTITRUST ASSIGNMENT:** As part of the consideration for entering into any contract pursuant to this invitation for bid, the bidder named on the front of this invitation for bid, acting herein by the authorized individual or its duly authorized agent, hereby assigns, sells and transfers to the State of Arkansas all rights, title and interest in and to all causes of action it may have under the antitrust laws of the United States or this state for price fixing, which causes of action have accrued prior to the date of this assignment and which relate solely to the particular goods or services purchased or produced by this State pursuant to this contract.
- 28. DISCLOSURE:** Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.