

REQUEST FOR PROPOSALS

STAFF UNIFORMS
FOR THE
CORRECTIONS CENTER OF NORTHWEST OHIO

RFP # 2021 – 002

DEADLINE: Tuesday, November 9, 2021
2:00 P.M.

THE CORRECTIONS COMMISSION OF NORTHWEST OHIO IS AN EQUAL
OPPORTUNITY EMPLOYER

RFP # 2021-002 Staff Uniforms

LEGAL NOTICE

REQUEST FOR PROPOSAL

Sealed proposals will be received by the Corrections Commission of Northwest Ohio, CCNO facility located at 03151 County Road 2425, Stryker, OH 43557-9418, until 2:00 p.m. EDST on Tuesday, November 9, 2021 and opened immediately thereafter for the provision of the following:

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The specifications, general conditions and terms of the proposed services are on file for review during normal business hours and may be obtained by sending a request for the RFP to the Corrections Center of Northwest Ohio at 03151 County Road 2425, Stryker, OH 43557-9418. The RFP may also be obtained from the Corrections Center of Northwest Ohio website at www.ccnoregionaljail.org/Bid_Projects.htm.

Proposals shall be submitted to the attention of the Fiscal Manager through the above stated date and time. Proposals should be secured in a sealed envelope with the following clearly marked on the outside of the envelope:

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Corrections Center of Northwest Ohio

Any questions regarding these specifications can be directed in writing Attention: Kelsey Goebel, Accounts Purchasing Assistant by fax at 419-428-2119 or e-mailed to kelsey.goebel@noris.org

PUBLISHED: BRYAN TIMES

Saturday September 25, 2021

Saturday October 2, 2021

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General Conditions

- 1) The Corrections Center of Northwest Ohio (CCNO) will be accepting proposals for Staff Uniforms through Tuesday November 9, 2021 at 2:00p.
- 2) Each proposal submitted must be in a sealed envelope with the following clearly marked on the outside of the envelope:
 - a) RFP # 2021-002 Staff Uniforms – Corrections Center of Northwest Ohio
 - b) Legal name of the business submitting the proposal
 - c) Address of the business submitting the proposal
- 3) Each proposal submitted should have 2 copies; 1 original and 1 duplicate
- 4) Each proposal submitted must contain the following in the sealed envelope:
 - a) Page 1 should be the proposed Price Per Item Sheet
 - b) Page 2 should be the Company Information Sheet
 - c) Page 3 should be the Bid Security Bond
 - i) Each proposal should accompanied by a security bond issued by a surety company authorized to do business in Ohio, a certified check, a cashiers check, or a money order drawn upon a solvent bank or savings and loan association, payable to the CCNO, in the sum of five thousand dollars (\$5,000.00), and conditioned that if the proposal is accepted a contract shall be executed in conformity to the invitation and proposal.
 - d) Page 4 should be the Property Tax Statement
 - i) The signed statement certifying that their personal property taxes have been paid in compliance with the Ohio Revised Code Section 5719-042 – Statement as to delinquent taxes.
 - e) Page 5 should be a current copy of your companies W-9
- 5) Upon receiving the proposals via mail, or drop off at the CCNO, the Fiscal Manager or APA, will time and date stamp the envelope and lock it in the fiscal office safe until the deadline for the proposals has expired.
- 6) The CCNO intends to award the contract to the lowest and best bidder. The CCNO retains the right to award the contract, not necessarily to the bidder with the lowest price but to the bidder that demonstrates the best ability to fulfill the requirements of the contract, and who is determined to be professionally and technically complete.
- 7) The CCNO reserves the right to reject any and all proposals, to waive any informality in the proposal received, and to accept any proposal or combination of proposal which is deemed most favorable to the CCNO at the time and under the conditions stipulated.

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- 8) If, after award of contract, the proposer fails to execute a proper contract, the amount of that proposer's bid security (i.e. the bond, check or money order) shall be forfeited to the CCNO as stipulated for liquidated damages.
- 9) The bid security will be returned to unsuccessful bidders when the contract is awarded by the CCNO or the CCNO rejects all proposals. The bid security of the successful proposer(s) will be returned upon the filing of the required performance and payment bond.
- 10) Upon award of the contract, a performance bond in the amount of fifty thousand dollars (\$50,000.00) is required.
- 11) The CCNO is a governmental entity and, therefore, tax exempt. A current Tax Exemption Form will be provided to the contract winner upon execution of a contract.
- 12) General questions regarding the General Conditions should be directed, in writing, to: Kelsey Goebel, Accounts Purchasing Assistant at Kelsey.goebel@noris.org

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Specifications

- 1) The successful bidder(s) shall be required to provide at his or her own expense, a shop or agency employing competent full-time staff with a qualified knowledge of uniform apparel. The vendor staff will provide services for measuring, fitting, alterations (i.e. hemming slacks, shortening sleeve lengths, etc.), and sewing on of patches at no additional cost to the employees.
- 2) The vendor shall accept signed uniform vouchers tendered by the employee or CCNO and shall invoice the CCNO (by individual employee) upon fulfillment of the uniform items ordered by the employee.
 - a) The vendor shall be responsible for the collection of any amount over the specified available balance as indicated on the employee voucher for items given by such vendor to CCNO staff.
 - b) The CCNO shall not be invoiced for items until the items are either picked up by the employee at the vendor location or shipped to the CCNO and signed by the employee as received.
 - c) If any order is picked up at the vendor location, a copy of the packing slip with the CCNO employee's signature must accompany each invoice.
 - d) Orders shipped to the CCNO must have a packing slip included for verification of shipment by the employee.
 - e) The vendor shall be responsible for shipment of the uniform items to the CCNO at no additional cost to either the CCNO or employee. Shipping charges shall not be added to any invoice.
- 3) All garments ordered must normally be received by the vendor and shipped to the CCNO within thirty (30) days of the date ordered.
- 4) If, during the course of said contract, any item(s) included in the bid package becomes unavailable due to the discontinuance of said item(s) by the manufacturer, the vendor shall immediately notify the CCNO in writing of said item(s) unavailability. The vendor must provide to the CCNO a sample of any substitutions for discontinued items within thirty (30) days of the written notification. If the substitution is accepted by the CCNO as a suitable replacement, the item cost shall be renegotiated for the remainder of the contract period.
- 5) Items not on the approved bid list shall not be invoiced to the CCNO. Employees who wish to purchase items that are not on the approved bid list shall do so as an out-of-pocket purchase at their own expense.
- 6) The CCNO reserves the right to reject and return any garment which is not made in accordance with the listed specifications. These specifications are not to be construed as requiring individually tailored garments.

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- a) Final fit and quality of the garments must be satisfactory and acceptable in the opinion of the CCNO.
 - b) Any price adjustments for size must be specifically stated in the bid. Any deviations from any part of these specifications whatsoever must first be authorized and approved by the CCNO.
 - c) Base unit prices must be provided for all items, including additional cost for premium sizes and any additional costs for alterations beyond those considered as part of the normal fitting (hemming of trousers, shortening sleeves, etc).
 - d) Samples of uniform items shall be made available within five (5) days of the bid deadline.
- 7) Returns by employees must occur within thirty (30) days of the vendor's invoice to the CCNO.
- a) Returns may only be exchanged for other uniform items or credit; no returns shall be made for a cash refund.
 - b) A Return Authorization Form signed by the employee and a Fiscal representative must accompany the return of any uniform items.
- 8) Prices, as proposed, shall remain valid from January 1, 2022 through December 31, 2024, with the right of the CCNO to extend the term of the contract for not more than two (2) additional one-year periods with negotiated pricing.
- a) The number of units specified in the bid specifications may vary upon demand.
- 9) Terms of payment shall be within thirty (30) days of final delivery of completed order and receipt of invoice.
- 10) Any exceptions to the specifications must be noted on the Price Per Item Sheet. An explanation of the exception(s) together with a description of any substitution(s) shall be contained on separate attached sheets and specified by number.
- 11) General questions regarding the Specifications should be directed, in writing, to: Kelsey Goebel, Accounts Purchasing Assistant at Kelsey.goebel@noris.org

RFP # 2021-002 Staff Uniforms

Product Details

1. Trousers

- a. Tactical Pant; water repellant; fade, shrink, wrinkle resistant
- b. 65% polyester / 35 % cotton lightweight ripstop material
- c. Multi-pocket cargo pant design
- d. Extra-wise belt loops to accommodate nylon duty belt
- e. Action-stretch waistband for comfort
- f. Reinforced seat and knee

- g. Men's
 - i. Proper Tactical Pant (Or Approved Equal)
 - ii. Khaki
 - iii. Style # F5252-50-250
 - iv. Sizes 28"-56" Even waist sizes with fixed inseams
- h. Women's
 - i. Proper Tactical Pant (Or Approved Equal)
 - ii. Khaki
 - iii. Style # F25254-50-250
 - iv. Sizes 2-24 Even waist sizes hemmed to the employee's request included in price

2. Shirts

- a. UFX Performance Tactical Polo
- b. 100% polyester knit (7.25 oz/sq yd)
- c. Antimicrobial, Nano moisture wicking material
- d. Machine washable
- e. Comfort cut for improved mobility & comfort to allow for wear over body armor
- f. Dual mic shoulder pockets/center mic loop
- g. Hidden pen pocket on sleeve
- h. Rib knit cut to keep long sleeve at wrist
- i. Must accept embroidery
 - i. CCNO Embroiders left upper front in Gold/White thread, Melco Block font, all Caps
 - ii. Men's
 1. Elbeco UFT Tactical Polo (Or Approved Equal)
 2. Black
 3. Style # K5131 Short Sleeve
 4. Style # K5141 Long Sleeve
 5. Sizes Small through 6XLarge
 - iii. Women's
 1. Elbeco UFT Tactical Polo (Or Approved Equal)
 2. Black
 3. Style # K5171LC Short Sleeve
 4. Style # K5181LC Long Sleeve
 5. Sizes Small through 6XLarge

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3. Coat - Excluding Transportation
 - a. Two-way stretch woven 96% polyester 4% spandex exterior
 - b. No-pill fleece-lined body and collar
 - c. Windproof, waterproof, breathable hydrotech membrane
 - d. Tricot-lined sleeves for easy removal
 - e. Quick release side zipper vents with stability tab and adjustable snaps
 - f. Low profile utility shoulder straps
 - g. Two-way full length nylon zipper with abrasion resistant chin protector
 - h. Adjustable cuffs with hook and loop closure
 - i. Pocket storage options both internal and external
 - i. Coat
 1. Elbeco Shield Performance Softshell (Or Approved Equal)
 2. Black
 3. Style # SH3500
 4. Sizes Small through 6XLarge- Short, Regular and Tall
4. Coat - Transportation Only
 - a. Durable Taslan nylon outer shell fabric with breathable printed backcoating
 - b. Waterproof, windproof, breathable fabric lining
 - c. Seams sealed with thermal tape
 - d. Drop shoulder design for freedom of movement
 - e. Standard customizable pull-down panels
 - f. Flapped double-entry lower pockets with snap closures
 - g. Detachable hood with elastic draw cord and collar storage pocket
 - i. Coat
 1. Blauer B Dry Parka (Or Approved Equal)
 2. Black
 3. Style # 9860
 4. Sizes Small through 6XLarge
5. Raincoat
 - a. ANSI 3 compliant – 2” silver reflective tape
 - b. Removable hood with visor
 - c. Pass through pockets
 - d. Snap front with hidden reversible zipper
 - i. Raincoat
 1. Liberty Uniform ANSI 3 Reversible Police Raincoat w/hood (Or Approved Equal)
 2. Reversible Yellow to Black
 3. Style # 586MFL
 4. Sizes Small through 6XLarge

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6. Windshirt
 - a. Windproof, water resistant
 - b. Microfiber polyester
 - c. Fully lined with lightweight nylon
 - d. Two side seam pockets
 - e. Ribbed crossover collar, cuffs and waistband
 - f. Must accept embroidery
 - i. CCNO Embroiders left upper front in Gold/White thread, Melco Block font, all Caps
 - ii. Windshirt
 1. Tri-Mountain (Or Approved Equal)
 2. Black
 3. Style # 2500
 4. Sizes Small through 6XLarge- Regular and Tall
7. Belt
 - a. Top grain leather
 - b. 1 ¾" wide
 - i. Belt
 1. Boston Leather
 2. Style # 6505
 3. Basketweave Garrison belt
 4. Sizes 28"-64"
8. Knit Cap
 - a. Thinsulate lining
 - b. Super stretch
 - c. Must accept embroidery
 - i. CCNO Embroiders left upper front in Gold/White thread, Melco Block font, all Caps
 - ii. Black
9. Ballcap – Transportation Only
 - a. Must accept embroidery
 - i. CCNO Embroiders left upper front in Gold/White thread, Melco Block font, all Caps
 - ii. Black
10. Shoes
 - a. A list of 10 shoes:
 - i. All black
 - ii. Rubber soles
 - iii. Men's & women's
 1. List under item numbers 14-23

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Price Per Item Sheet

Item	Color	Style #	Embroidery	Base Price	Premium 1	Premium 2
#1 - Propper Tactical Pant	Khaki	F5252-50-250	N/A			
#2 - Propper Tactical Pant	Khaki	F25254-50-250	N/A			
#3 - UFX Performance Tactical Polo	Black	K5131	CCNO			
#4 - UFX Performance Tactical Polo	Black	K5141	CCNO			
#5 - UFX Performance Tactical Polo	Black	K5171LC	CCNO			
#6 - UFX Performance Tactical Polo	Black	K5181LC	CCNO			
#7 - Elbeco Shield Performance Softshell	Black	SH3500	CCNO			
#8 - Blauer B Dry Parka	Black	9860	CCNO			
#9 - Liberty Uniform ANSI3 Rev Raincoat w/hood	Black/ Yello w	586MFL				
#10 - Tri-Mountain Windshirt	Black	2500	CCNO			
#11 - Boston Leather Basketweave Belt	Black	6505	N/A			
#12 - Knit Cap	Black		CCNO			
#13 - Ballcap	Black		CCNO			
#14 -	Black					
#15 -	Black					
#16 -	Black					
#17 -	Black					
#18 -	Black					
#19 -	Black					
#20 -	Black					
#21 -	Black					
#22 -	Black					
#23 -	Black					

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Company Information Sheet

This Bid submitted by:

Firm Name: _____

By: _____

Authorized Signature

Typed/Printed
Signature:

Bidder is:

Proprietorship

Partnership

Corporation organized under Laws of the State
of _____

Name of President: _____

Names of Individual Members of the Firm:

Business Address: _____

Federal Tax ID: _____

Telephone #: _____

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Property Tax Statement

AFFIDAVIT OF CONTRACTOR OR SUPPLIER OF NON-DELINQUENCY OF PERSONAL PROPERTY TAXES

O.R.C. 5719.042

STATE OF OHIO)
) ss
COUNTY OF _____)

TO: CORRECTIONS COMMISSION OF NORTHWEST OHIO

The undersigned, being first duly sworn, having been awarded a contract by you for RFP 2021-002 Staff Uniforms, hereby states that we are not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of any county in which you as a taxing district have territory and that we were not charged with delinquent personal property taxes on any such tax list.

In consideration of the award of the above contract, the above statement is incorporated in said contract as a covenant of the undersigned.

Company Name

Signature – Authorized Officer

Title

Sworn and subscribed in my presence this _____ day of _____.

Notary Public

County

State

Expiration Date