

# CITY of NOVI CITY COUNCIL

Agenda Item 1  
May 3, 2010

**SUBJECT:** Approval to award the bid for Police Department uniforms to Allie Brothers, Inc., the lowest qualified bidder based on unit pricing, for an estimated annual amount of \$36,000.

**SUBMITTING DEPARTMENT:** Police *DM*

**CITY MANAGER APPROVAL:** *DM*

<b>EXPENDITURE REQUIRED</b>	<b>Purchased on as needed basis</b>
<b>AMOUNT BUDGETED</b>	<b>\$65,000 (which includes cleaning &amp; other items)</b>
<b>LINE ITEM NUMBER</b>	<b>101-301.00-741.000</b>

**BACKGROUND INFORMATION:**

The bid documents were posted on the Michigan Intergovernmental Trade Network (MITN). We received three bids. One bid was considered nonresponsive because all items were not priced.

This contract provides all uniforms required by the Police Department. The bid specifications require the vendor to come to the department for all measuring and to deliver all uniforms to the department. The recommendation is based on two sample orders that are representative of purchases made.

	<b>Allie Brothers</b>	<b>North Eastern</b>
Sample Order - Uniform Replacement	\$9,859	\$10,265
Sample Order - New Recruit Issue	\$2,626	\$2,652

This a one (1) year contract with two (2) renewal options in one (1) year increments.

**RECOMMENDED ACTION:** Approval to award the bid for Police Department uniforms to Allie Brothers, Inc., the lowest qualified bidder based on unit pricing, for an estimated annual amount of \$36,000.

	1	2	Y	N
<b>Mayor Landry</b>				
<b>Mayor Pro Tem Gatt</b>				
<b>Council Member Crawford</b>				
<b>Council Member Fischer</b>				

	1	2	Y	N
<b>Council Member Margolis</b>				
<b>Council Member Mutch</b>				
<b>Council Member Staudt</b>				

**POLICE DEPARTMENT  
SAMPLE UNIFORM REPLACEMENT ORDER**

	<b>Brand / Model #</b>	<b>Qty</b>	<b>Allie Bros Unit Cost</b>	<b>Allie Bros Total</b>	<b>North Eastern Unit Cost</b>	<b>North Eastern Total</b>	<b>Priority One Unit Cost</b>	<b>Priority One Total</b>
Long Sleeve-Winter	Elbeco Duty Max #544	57	40.50	2,308.50	42.95	2,448.15	54.99 *	3134.43
Fatigue Shirt	Elbeco #9204	19	34.95	664.05	33.95	645.05	44.99	854.81
Dickie	Blauer #8109X	44	13.50	594.00	12.95	569.80	No Bid	No Bid
Midweight Pant - Summer & Winter	Elbeco #E254N #9254N	45	64.99	2,924.55	74.00	3,330.00	59.99	2699.55
Fatigue Pant	Elbeco #E7604	20	34.95	699.00	33.60	672.00	39.99	799.80
Clip on	Regular Length	11	3.95	43.45	4.00	44.00	No Bid	No Bid
Hat Cover	Blauer #107	1	9.95	9.95	8.00	8.00	No Bid	No Bid
Trooper Hat-Winter	Albaum	3	18.95	56.85	15.95	47.85	No Bid	No Bid
All Weather Jacket	Blauer #9010Z	1	249.95	249.95	239.00	239.00	229.99	229.99
Galoshes		2	29.95	59.90	32.00	64.00	No Bid	No Bid
Gloves	Franklin #17310	13	44.99	584.87	45.00	585.00	34.69	450.97
Shorts	Blauer #8842	16	49.99	799.84	47.50	760.00	No Bid	No Bid
Garrison Belt	Bianchi #B8	5	22.95	114.75	32.00	160.00	13.90	69.50
Sam Browne Belt	Bianchi #B2	1	54.95	54.95	59.00	59.00	32.25	32.25
Weapon Holster	Safariland #2005D	2	114.99	229.98	99.50	199.00	96.47	192.94
Cuff Case	Bianchi #35P	2	32.95	65.90	29.95	59.90	15.81	31.62
Chemical Spray Carrier	Boston Leather #5535- 3	1	13.99	13.99	16.50	16.50	11.39	11.39
Flashlight Holder	Boston Leather #5576- 3	2	16.99	33.98	18.95	37.90	14.17	28.34
Magazine Carrier	Safariland #77834HS	1	32.99	32.99	29.95	29.95	29.59	29.59
Flashlight	Pelican #7060	2	119.99	239.98	109.00	218.00	21.29	42.58
Shirt Badge	Blackinton B251	1	46.99	46.99	45.00	45.00	Silver	32.15
Name Plate	Blackinton A2388	3	10.25	30.75	9.00	27.00	9.95	29.85
<b>TOTAL</b>				<b>9,859.17</b>		<b>10,265.10</b>		<b>8,669.76**</b>

\* item substitution

\*\* bid not complete

**POLICE DEPARTMENT  
SAMPLE ORDER - NEW RECRUIT ISSUE**

<b>NEW EMPLOYEE ISSUE (POLICE)</b>	<b>Brand / Model #</b>	<b>Qty</b>	<b>Allie Bros. Unit Costs</b>	<b>Allie Bros Total</b>	<b>North Eastern Unit Cost</b>	<b>North Eastern Total</b>	<b>Priority One Unit Cost</b>	<b>Priority One Total</b>
Lg Sleeve - Winter	Elbeco Duty Max #544	5	40.50	202.50	42.95	214.75	54.99 *	274.95
S Sleeve - Summer	Elbeco Tex Trop #3314	6	34.95	209.70	32.00	192.00	49.99	299.94
Fatigue Shirt	Elbeco #9204	2	34.95	69.90	33.95	67.90	44.99	89.98
Mock Turtleneck	Elbeco #8924	1	34.95	34.95	36.00	36.00	44.99	44.99
Dickie	Blauer #8109X	1	13.50	13.50	12.95	12.95	No Bid	No Bid
Midweight Pant - Summer & Winter	Elbeco #E254N #9254N	8	64.99	519.92	74.00	592.00	59.99	479.92
Fatigue Pant	Elbeco #E7604	2	34.95	69.90	33.60	67.20	39.99	79.98
Clip on	Regular Length	2	3.95	7.90	4.00	8.00	No Bid	No Bid
Uniform Hat - Dress	Lancaster Company - Pershing	1	44.95	44.95	39.95	39.95	No Bid	No Bid
Hat Cover	Blauer #107	1	9.95	9.95	8.00	8.00	No Bid	No Bid
Knit Watch Cap	Broner #61-161	1	7.95	7.95	6.50	6.50	9.99 *	9.99
All Weather Jacket	Blauer #9010Z	1	249.95	249.95	239.00	239.00	229.99	229.99
Raincoat	Blauer Defender #26990	1	79.95	79.95	78.50	78.50	129.99	129.99
Galoshes		1	29.95	29.95	32.00	32.00	No Bid	No Bid
Garrison Belt	Bianchi #B8	1	22.95	22.95	32.00	32.00	13.90	13.90
Sam Browne Belt	Bianchi #B2	1	54.95	54.95	59.00	59.00	32.25	32.25
Weapon Holster	Safariland #2005D	1	114.99	114.99	99.50	99.50	96.47	96.47
Cuff Case	Bianchi #35P	1	32.95	32.95	29.95	29.95	15.81 *	15.81
Chemical Spray Carrier	Boston Leather #5535-3	1	13.99	13.99	16.50	16.50	11.39	11.39
Flashlight Holder	Boston Leather #5576-3	1	16.99	16.99	18.95	18.95	14.17	14.17
ASP Holder	Safariland #35	1	27.50	27.50	22.50	22.50	22.89	22.89
Magazine Carrier	Safariland #77-83-4HS	1	32.99	32.99	29.95	29.95	29.59	29.59
Belt Keepers	Boston Leather	4	1.99	7.96	2.00	8.00	2.07	8.28
Off Duty Holster	Don Hume #H721-P-36	1	48.00	48.00	47.50	47.50	57.00	57.00
Magazine / Cuff Holder	Safariland #2601	1	44.99	44.99	39.95	39.95	32.05	32.05
Handcuffs	Peerless	1	28.99	28.99	28.50	28.50	16.16	16.16
ASP Baton	ASP	1	59.50	59.50	57.95	57.95	44.64	44.64
Riot Helmet	Premier Crown PC-6006	1	125.00	125.00	135.00	135.00	122.67	122.67
Riot Baton		1	14.99	14.99	17.50	17.50	No Bid	No Bid
Flashlight	Pelican #7060	1	119.99	119.99	109.00	109.00	21.29	21.29
Traffic Vest	Galls #HS279	1	19.99	19.99	29.95	29.95	9.95*	9.95
Clipboard	Saunders #10003	1	28.99	28.99	27.50	27.50	15.02	15.02
Ticket Book Holder	Saunders #12205	1	22.00	22.00	22.00	22.00	30.42	30.42
Range Glasses	Silencio	1	8.99	8.99	9.00	9.00	No Bid	No Bid
Gloves	Franklin #17310	1	44.99	44.99	45.00	45.00	34.69	34.69
Shirt Badge	Blackinton B251	1	46.99	46.99	45.00	45.00	32.15 Silver, 39.75 Gold	32.15
Jacket Badge	Blackinton B562	1	46.99	46.99	45.00	45.00	32.15 Silver, 39.75 Gold	32.15
Hat Badge	Blackinton B616	1	39.99	39.99	35.00	35.00	36.97 Silver,	36.97
Name Plate	Blackinton A2388	1	10.25	10.25	9.00	9.00	9.95	9.95
Tie Bar	Blackinton	1	10.99	10.99	12.00	12.00	13.00	13.00
Collar VI	Blackinton	2	9.99	19.98	9.00	18.00	12.80/pr	12.80
Whistle	Acme Thunderer	1	4.00	4.00	4.00	4.00	No Bid	No bid
Whistle Chain	Blackinton V313	1	4.00	4.00	4.00	4.00	11.50 silver, 11.99 gold	11.50
<b>TOTAL</b>				<b>2,625.85</b>		<b>2,651.95</b>		<b>2,416.89 **</b>

\* substitution

\*\* bid not complete

\* Price to include badge tab and supplier to sew on two (2) Police Department furnished shoulder patches.



cityofnovi.org

**CITY OF NOVI  
BID FORM - POLICE DEPARTMENT UNIFORMS**

We the undersigned as bidder, propose to furnish to the City of Novi, according to the conditions & instructions attached hereto and made a part thereof for the following price:

	<b>Brand / Model #</b>	<b>Additional Description</b>	<b>Unit Price</b>
<b>Shirts</b>			
* Long Sleeve - Winter	Elbeco Duty Max #544	11 3/4 oz Gabardine w/Nano Tex (Navy)	40.50
* Short Sleeve - Summer	Elbeco Tex Trop #3314	Dacron Polyester w/Nano Tex (Navy)	34.95
* Long Sleeve - Winter Command	Elbeco Duty Max #544	11 3/4 oz Gabardine w/Nano Tex (White)	35.95
* Short Sleeve - Winter Command	Elbeco Tex Trop #3314	Dacron Polyester w/Nano Tex (White)	31.95
* Fatigue Shirt	Elbeco #9204	Navy	34.95
Mock Turtleneck	Elbeco #8924	Uf/x Performance, black w/NOVI PD embroidered in white	34.95
Dickie	Blauer #8109X	Black, w/ NOVI PD embroidered in white	13.50
* K-9 Shirt	Elbeco #9204	Navy, Additional patch to be sewn on left chest, no badge tab	34.95
<b>Pants</b>			
Midweight Pant - Summer & Winter	Elbeco #E254N #9254N	Navy, male and female sizes, pockets - 2 side, 2 hip, 1 watch, 2 side sap, plain bottom w/3" hem, 1" black ribbed stripe	64.99
Fatigue Pant	Elbeco #E7604	Navy	34.95
K-9 Pant	Elbeco #E7604	Navy	34.95
Gun Pocket		To be added to pants as requested	6.00
<b>Neckties</b>			
Clip on	Regular Length	Navy, 75% Polyester / 25% Wool	3.95
Clip on	Long Length	Navy, 75% Polyester / 25% Wool	3.95
Hand Tied		Navy, 75% Polyester / 25% Wool	3.95
<b>Headgear</b>			
Uniform Hat - Dress	Lancaster Company Pershing	Center Post Hole	44.95
Command Uniform Hat - Dress	Lancaster Company Pershing	Center Post Hole with gold "scrambled egg" on bill for Asst Chief, Dep Chief and Chief	64.95
Hat Cover	Blauer #107	Reversible urethane coated nylon, (Yellow)	9.95
Trooper Hat - Winter	Albaum	Navy, Center Post Hole	18.95
Baseball Cap	Flexfit	Navy, w/ Embroidered Novi PD patch sewn on	9.95
Knit Watch Cap	Broner #61-161	Black, w/ Embroidered Novi PD patch sewn on	7.95
<b>Outerwear</b>			

\* Price to include badge tab and supplier to sew on two (2) Police Department furnished shoulder patches.

	Brand / Model #	Additional Description	Unit Price
* All Weather Jacket	Blauer #9010Z	Epaulets & badge tab, Gore-Tex lined, removable Thinsulate liner, concealable reflective strips on collar & cuffs	249.95
FTO Jacket	Blauer #330	w/concealable "Police" banner on back and chest	29.95
Raincoat	Blauer Defender #26990	All Yellow, full length, w/ scotchlite reflective striping	79.95
* Sweater	Blauer Commando #200	100% Wool, Badge tabs and name tab sewn on	54.95
<b>Footwear</b>			
Shoes	Bates	Low-quarter, leather, rubber sole	55.00
Galoshes		w/ center front zipper	29.95
<b>Motorcycle</b>			
* Shirt	Olympic Coolmax	Navy, Short Sleeve	54.99
Riding Breeches - Cool Weather	Fleichheimer Flying Cross LAPD Specs #RN28562	Navy	169.99
Riding Breeches - Warm Weather	United Uniform	Navy, 100% Polyester, Police Riding Pant	99.99
* Leather Jacket	Taylor	Black, Leather w/epaulets, badge holder, removable liner, Detroit style	329.99
Cycle Boots	Dehners #34926	Black, Leather, 9 hole lace at Instep, single buckle calf, rubber sole	389.99
Rain Jacket	Dry Rider #475MD	w/Scotchlite reflective stripe	49.99
Rain Pants	Dry Rider #475	w/Scotchlite reflective stripe	39.99
Gloves	Olympia - Roper I		35.99
Goggles	Wiley X "Raptor"		84.99
Helmet			269.95
<b>Bike Uniform</b>			
Shirt	Blauer #8132P	Royal / Navy Scotchlite stripe on Sleeve and chest, 3 1/4" X 9 1/4" Scotchlite "POLICE" on back, Badge patch on left chest Zippered pocket w/pen holders, police patches on both sleeves	54.95
Shorts	Blauer #8842	Navy	49.99
Sweatpants	Blauer #8822	Navy	59.99
Jacket	Blauer #4660P	Royal / Navy Scotchlite stripe on Sleeve and chest, 3 1/4" X 9 1/4" Scotchlite "POLICE" on back, Badge patch on left chest Zippered pocket w/pen holders, police patches on both sleeves	113.99
Shoes	New Balance Bike Shoes #706	Black	79.95
<b>Leather Gear</b>			
Garrison Belt	Bianchi #B8	11 3/4 oz basket weave w/Velcro for Officers and with gold buckle for Lieutenants, Asst Chief, Deputy Chief and Chief	22.95
Sam Browne Belt	Bianchi #B2	2 1/4', fully lined, basket weave	54.95

\* Price to include badge tab and supplier to sew on two (2) Police Department furnished shoulder patches.

	<b>Brand / Model #</b>	<b>Additional Description</b>	<b>Unit Price</b>
Weapon Holster	Safariland #2005D	For Glock 22 & 23, security level II	114.99
Cuff Case	Bianchi #35P	11 3/4 oz basket weave, silver snap for Officers / Sergeants Gold for lieuteants, Asst Chief, Deputy Chief and Chief	32.95
Chemical Spray Carrier	Boston Leather #5535-3	Basket weave for Freeze +P spray	13.99
Flashlight Holder	Boston Leather #5576-3	Basket weave for Pelican flashlight	16.99
ASP Holder	Safariland #35	Basket weave	27.50
Magazine Carrier	Safariland #77-83-4HS	Basket weave, double with snaps	32.99
Belt Keepers	Boston Leather	Basket weave	1.99
Off Duty Holster	Don Hume #H721-P-36	Non-Basket weave for Glock 22 & 23	48.00
Belt Badge Holder	Boston Leather	Die-Cut for badge B-51	12.50
Neck Badge Holder	Perfect Fit #706	With Chain	10.99
Badge Case	Strong #B251	Leather	21.99
Magazine / Cuff Holder	Safariland #2601	Plain or Basket weave	44.99
<b>Equipment</b>			
Handcuffs	Peerless	Standard, Chain	28.99
ASP Baton	ASP	21" Collapsible	59.50
Riot Helmet	Premier Crown PC-6006	With Shield and Neck Protector FXR	125.00
Riot Baton		Wood, 3'	14.99
Flashlight	Pelican #7060	LED Flashlight	119.99
Traffic Vest	Galls #HS279	ANSI/ISEA 207-2006 standard	19.99
Clipboard	Saunders #10003	8 3/4" x 14" Aluminum	28.99
Ticket Book Holder	Saunders #12205	5" x 12" Aluminum	22.00
Binoculars	Bushnell	10x50 Insta-Focus	29.99
Range Glasses	Silencio	Clear Lens	8.99
Gloves	Franklin #17310	Textured, leather palm/fingers, leather & mesh back, cut-resistant (spectra, arimid, or Kevlar) lined	44.99
<b>Accessories / Brass</b>			
Shirt Badge	Blackinton B251	Silver - Officers / Sergeants Gold - Command	46.99
Jacket Badge	Blackinton B562	Silver - Officers / Sergeants Gold - Command	46.99
Hat Badge	Blackinton B616	Silver - Officers / Sergeants Gold - Command	39.99
Wallet Badge	Blackinton B251 Flat	Silver - Officers / Sergeants Gold - Command	46.99
Name Plate	Blackinton A2388	Silver - Officers / Sergeants Gold - Command Black Letters, Pin & Clasp Back	10.25
Tie Bar	Blackinton	Silver - Officers / Sergeants Gold - Command State Seal w/ "Novi Police" engraved	10.99

\* Price to include badge tab and supplier to sew on two (2) Police Department furnished shoulder patches.

	Brand / Model #	Additional Description	Unit Price
Collar VI	Blackinton	Silver - Custom made "VI"	9.99
Collar Rank Insignia - Sergeant	Blackinton	Chevron. 3 Stripes	4.00
Collar Rank Insignia - Lieutenant	Blackinton A1973	Gold bar, Flat finish	4.00
Collar Rank Insignia - Asst. Chief	Blackinton A3731	2 Gold Stars	12.99
Collar Rank Insignia - Deputy Chief	Blackinton A3731	3 Gold Stars	13.99
Collar Rank Insignia - Chief	Blackinton A3731	4 Gold Stars	14.99
Coat Epaulet Rank Insignia - Lieutenant	Blackinton A1973	Gold bar, Flat finish	6.00
Coat Epaulet Rank Insignia - Asst. Chief	Blackinton A3731	2 Gold Stars	12.99
Coat Epaulet Rank Insignia - Deputy Chief	Blackinton A3731	3 Gold Stars	13.99
Coat Epaulet Rank Insignia - Chief	Blackinton A3731	4 Gold Stars	14.99
Whistle	Acme Thunderer	Silver - Officers / Sergeants Gold - Command W/Tooth Protector	4.00
Whistle Chain	Blackinton V313	Silver - Officers / Sergeants Gold - Command	4.00
Hat Bands	Blackinton V298	Black - Officers Silver - Sergeants Gold - Command	8.50

We acknowledge the following addendums: N/A

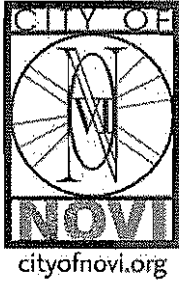
Bid prices include on-site measuring services:  Yes  No

References are attached:  Yes  No

Exceptions to specifications/Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Company name ALLIE BROS. INC  
 Address 20295 MIDDLEBELT RD.  
 City, State Zip LIVONIA, MI. 48152  
 Phone 248-477-4434  
 Fax 248-477-1416  
 Agents Name ROBERT ALLIE  
 Agents Signature *R. A. Allie*  
 Date 3-10-10

\* Price to include badge tab and supplier to sew on two (2) Police Department furnished shoulder patches.



**NOTICE - CITY OF NOVI  
INVITATION TO BID**

**UNIFORMS – POLICE & FIRE**

The City of Novi will receive sealed bids for **Uniforms – Police & Fire** according to the specifications of the City of Novi.

Sealed bids will be received until **3:00 P.M.** prevailing Eastern Time, **Thursday, March 11, 2010** at which time bids will be opened and read. Bids shall be addressed as follows:

**City of Novi  
Office of the City Clerk  
45175 W. Ten Mile Rd.  
Novi, MI 48375-3024**

All bids must be signed by a legally authorized agent of the bidding firm. **ENVELOPES MUST BE PLAINLY MARKED**

**“CITY OF NOVI UNIFORMS – POLICE & FIRE”**

**AND MUST BEAR THE NAME OF THE BIDDER.**

The City reserves the right to accept any or all alternative bids and award a contract to other than the lowest bidder, to waive any irregularities or informalities or both; to reject any or all bids; and in general to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interest of the City of Novi.

Sue Morianti  
Purchasing Manager  
smorianti@cityofnovi.org

Notice Dated: February 23, 2010





**CITY OF NOVI**  
**UNIFORMS – POLICE & FIRE**  
**INSTRUCTIONS TO BIDDERS**

This bid is issued by the Purchasing Office of the City of Novi.

**IMPORTANT DATES**

Bid Issue Date	February 23, 2010
Last Date for Questions	Thursday, March 4, 2010 by 12:00 P.M. Please submit all questions via email to: Sue Morianti, Purchasing Manager smorianti@cityofnovi.org
Response Due Date	<b>Thursday, March 11, 2010 by 3:00 P.M.</b>

**BID SUBMITTALS**

An **UNBOUND COMPLETED ORIGINAL and four (4) copies** of each bid must be submitted. No other distribution of the bids will be made by the Contractor. Bids must be signed by an official authorized to bind the Contractor to its provisions.

**FAILURE TO SUBMIT PRICING ON THE BID FORM PROVIDED BY THE CITY OF NOVI MAY CAUSE THE BID TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR AWARD.**

**CHANGES TO THE BID/ADDENDUM**

Should any prospective Bidder be in doubt as to the true meaning of any portion of the ITB, or should the Bidder find any patent ambiguity, inconsistency, or omission therein, the Bidder shall make a written request (via email) for official interpretation or correction. Such request shall be submitted to the staff member indicated above. The individual making the request shall be held responsible for its prompt delivery.

Such interpretation or correction, as well as any additional Bid provisions that the City may decide to include, will be made as an addendum, which will be posted on the MITN website at [www.mitn.info](http://www.mitn.info) . Any addendum issued by the City shall become part of the ITB and subsequent contract and shall be taken into account by each bidder in preparing its bid. Only written addenda is binding. It is the Bidder's responsibility to be sure they have obtained all addenda. Receipt of all addenda must be acknowledged on bid form.

**CONSIDERATION OF BIDS**

In cases where items are requested by a manufacturer's name, trade name, catalog number or reference, it is understood that the bidder/proposer intends to furnish the item so identified or an item of "equal" quality and value as determined by the City of Novi.

Reference to any of the above is intended to be descriptive, but not restrictive, and only indicates articles that will be satisfactory. Bids of "equal" quality and value will be considered, provided that the bidder states in his/her bid what he/she proposed to furnish, including literature, or other descriptive matter which will clearly indicate the character of the item covered by such bid.

The Purchasing Manager hereby reserves the right to approve as an "equal", any item proposed which contains minor or major variations from specification requirements, but which may comply substantially therewith.

### **CONTRACT AWARD**

The contract will be awarded to that responsible, responsive bidder whose bid, conforming to this solicitation, will be most advantageous to the City of Novi. Qualifications, experience, comparable projects, price and other factors will be considered in the evaluation process and award of contract. The City reserves the right to accept any or all alternative bids and award the contract to other than the lowest bidder, to waive any irregularities or informalities or both; to reject any or all bids; and in general to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interest of the City of Novi.

After contract award, a summary of total price information for all submissions will be posted on the MITN website at [www.mitn.info](http://www.mitn.info).

### **SUBMISSION OF BID**

Bids must be submitted in a sealed envelope. Outside of mailing envelope must be labeled with name of contractor and name of bid. Failure to do so may result in a premature opening or failure to open such proposal.

To be considered, sealed bids must arrive at the specified location, on or before the specified time and date. There will be no exceptions to this requirement. Contractors mailing bids should allow ample time to ensure the timely delivery of their bid. Bids received after the closing date and time will not be accepted or considered. Faxed, emailed, or telephone bids are not acceptable. The City of Novi shall not be held responsible for lost or misdirected bids.

Bids must be clearly prepared and legible and must be signed by an Officer of the submitting Company on the enclosed form. Bids must show unit and total prices if requested. ANY CHANGES MADE ON BID FORMS MUST BE INITIALED OR YOUR BID MAY BE CONSIDERED NON-RESPONSIVE.

A bid may be withdrawn by giving written notice to the Purchasing Manager before the stated due date/closing time. After the stated closing time, the bid may not be withdrawn or canceled for a period of One Hundred and Twenty (120) days from closing time.

Failure to include in the bid all information requested may be cause for rejection of the bid.

No proposal will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the City Novi upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City.

### **EXCEPTIONS**

The City will not accept changes or exceptions to the bid documents/specifications unless Contractor indicates the change or exception in the "Exceptions" section of the bid form. If Contractor neglects to make the notation on the bid form but writes it somewhere else within the bid documents and is awarded the contract, the change or exception will not be included as part of the contract. The original terms, conditions and specifications of the bid documents will be applicable during the term of the contract.

### **RESPONSIVE BIDS**

All pages and the information requested herein shall be furnished completely in compliance with instructions. The manner and format of submission is essential to permit prompt evaluation of all bids on a fair and uniform basis. Unless otherwise specified, the City reserves the right to accept an item in the bids. Bidders may submit bids or group of items, provided however that the unit prices are shown as required. Accordingly, the City reserves the right to declare as non-responsive, and reject an incomplete bid if material information requested is not furnished, or where indirect or incomplete answers or information is not provided. Any exceptions to the specifications must be noted on the bid form.

### **CONTRACT TERMINATION**

The City may terminate and/or cancel this contract (or any part thereof) at any time during the term, any renewal, or any extension of this contract, upon thirty days (30) days written notice to the Contractor, for any reason, including convenience without incurring obligation or penalty of any kind. The effective date for termination or cancellation shall be clearly stated in the written notice.

### **TRANSFER OF CONTRACT/SUBCONTRACTING**

The successful bidder will be prohibited from assigning, transferring, converting or otherwise disposing of the contract agreement to any other person, company or corporation without the expressed written consent of the City of Novi. Such approval shall not constitute a basis for privity between the City and any subcontractor. Any subcontractor, so approved, shall be bound by the terms and conditions of the contract. The contractor shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the City of Novi for such acts or omissions.

### **NON-DISCRIMINATION**

In the hiring of employees for the performance of work described in this ITB and subsequent contract, neither the contractor, subcontractor, nor any person acting in their behalf shall by reason of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status discriminate against any person qualified to perform the work required in the execution of the contract.

### **DISCLOSURE**

All documents, specifications, and correspondence submitted to the City of Novi become the property of the City of Novi and are subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments hereto. This means that any informational material submitted as part of this ITB is available without redaction to any individual or organization upon request.

### **ECONOMY OF PREPARATION**

Bids should be prepared simply and economically, providing a straightforward and concise description of the bidder's ability to meet the requirements of the bid. Emphasis should be on

completeness and clarity of content. Included in the response must be a point by point response to the Requirements and other sections of the bid.

The City of Novi is not liable for any costs incurred by bidders prior to issuance of a contract.

**INDEPENDENT PRICE DETERMINATION**

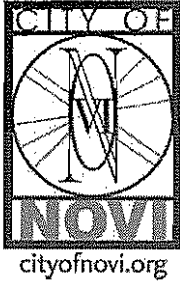
By submission of a proposal, the submitter certifies, and in case of a joint proposal, each party hereto certifies as to its own organization, that in connection with the proposal:

- (a) The prices in the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other submitter or with any other Competitor; and
- (b) No attempt has been made or will be made by the submitter to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Each person signing the proposal certifies that:

- (c) He is the person in the submitter's organization responsible within that organization for the decision as to prices being offered in the proposal and that he has not participated and will not participate in any action contrary to (a) and (b) above; or
- (d) He is not the person in the submitter's organization responsible within that organization for the decision as to prices being offered in the proposal but that he has been authorized in writing to act as agent for the persons responsible for such decisions in verifying that such persons have not participated, and will not participate, in any action contrary to (a) and (b) above, and that as their agent, does hereby so certify; and that he has not participated, and will not participate in any action contrary to (a) and (b) above.

A proposal will not be considered for award if the sense of the statements required in the proposal has been altered so as to delete or modify the above.



**CITY OF NOVI  
UNIFORMS – POLICE & FIRE  
SPECIFICATIONS**

**SCOPE OF WORK**

The City of Novi is seeking sealed proposals to provide Police and Fire Department uniforms.

**TYPE OF CONTRACT**

The contract period will be for one (1) year. Upon mutual consent of the City of Novi and the successful bidder, the contract may be renewed two (2) times in one (1) year increments at the same terms and conditions of the original contract.

**ESTIMATED QUANTITIES**

Police Department currently has 50 staff members who are supplied with uniforms. Fire Department has 104 staff members who are supplied with uniforms. These numbers may change during contract period.

New recruits are issued a set of uniform items and accessories according to their union contract. In the spring and fall of each year, each department places an order for uniform items needing replacements due to wear, damage, or fit problems. There may be additional smaller orders throughout the year.

**MEASURING**

Measuring for all uniforms will be provided on-site at the Novi Police Department (45125 W. Ten Mile Road, Novi MI 48375) and the Novi Fire Department Station #1 (42975 Grand River Ave., Novi MI). Vendor may be required to bring samples for sizing to the measurement appointment. These appointments will be arranged by the departments.

**TAILORING**

Tailoring will be provided to ensure that the garments fit each employee properly. All additional alteration and fitting costs will be born by the bidder. Bidder will make very effort to satisfy the reasonable desires of each employee. Should a disagreement arise between the bidder and an employee, the bidder agrees to settle the dispute in a manner which satisfies the City of Novi designated employees. Successful bidder will be responsible for pick-up and delivery of the items from the department if the problem is deemed to be the quality of tailoring.

**DELIVERY**

Uniforms will be delivered to the appropriate Department. Each item will be packaged and clearly marked with the employee to whom it belongs.

Delivery of uniform items is expected within 14 working days. The successful bidder must immediately notify the appropriate department if extraordinary circumstances cause extended delivery time. Failure by the supplier to deliver within the stated time may result in termination of the contract.

**FREIGHT/ DELIVERY CHARGES**

All delivery and/or freight charges are to be included in the unit pricing of the bid items. All bid pricing is to be quoted as F.O. B. delivered.

**INSURANCE**

A certificate of insurance naming the City of Novi as an additional insured must be provided by the successful bidder prior to commencement of work. A current certificate of insurance meeting the requirements in Attachment A is to be provided to the City and remain in force during the entire contract period.

**TAX EXEMPTION**

It is understood that the City of Novi is a governmental unit, and as such, is exempt from the payment of all Michigan State Sales and Federal Excise taxes. Do not include such taxes in the bid prices. The City will furnish the successful bidder with tax exemption certificates when requested. The City's tax-exempt number is 38-6032551.

**PAYMENTS / TERMS**

Invoices will be submitted to the Finance Department after uniforms have been delivered. The invoice will be processed and every effort will be made to make payment within 30 days. Problems with an order or an incorrect invoice may cause a delayed payment. If contractor requires pre-payment or deposit, this must be clearly specified on proposal form and will be taken into consideration when evaluating the bids.

**REFERENCES**

Please include a list of references from 3 municipalities (not including the City of Novi) for which you have provided this service within the last 3 years. Include entity name, address, contact person and contact phone number.



**CITY OF NOVI  
INSURANCE REQUIREMENTS**

**ATTACHMENT A**

1. The Contractor shall maintain at its expense during the term of this Contract, the following insurance:
  - a. **Worker's Compensation** insurance with the Michigan statutory limits and Employer's Liability insurance with minimum limits of **\$100,000** (One Hundred Thousand Dollars) each accident.
  - b. **Commercial General Liability Insurance** – The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an "Occurrence Basis" with limits of liability not less than **\$1,000,000** (One Million Dollars) per occurrence combined single limit.
  - c. **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **\$1,000,000** (One Million Dollars) each person and **\$1,000,000** (One Million Dollars) each occurrence and minimum property damage limits of **\$1,000,000** (One Million Dollars) each occurrence.
2. **All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice date to the City.**

The language in the Cancellation section should read as follows:

"Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named to the left.

3. **It is required that all policies shall name the City of Novi, its officers, agents and employees as additional insured.** Certificates of Insurance evidencing such coverage shall be submitted to City of Novi, Purchasing Department, 45175 West Ten Mile Road, Novi, Michigan 48375-3024 prior to commencement of performance under this Contract and at least fifteen (15) days prior to the expiration dates of expiring policies.
4. The Contractor shall be responsible for payment of all deductibles contained in any insurance required hereunder.
5. If, during the term of this Contract, changed conditions or other pertinent factors should in the reasonable judgment of the City render inadequate insurance limits, the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the

Contractor's expense, under valid and enforceable policies, issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City.

6. If any work is sublet in connection with this Contract, the Contractor shall require each subcontractor to effect and maintain at least the same types and limits of insurance as fixed for the Contractor.
7. The provisions requiring the Contractor to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Contractor under this contract.
8. The City has the authority to vary from the specified limits as deemed necessary.

**ADDITIONAL REQUIREMENTS**  
**Indemnity/Hold Harmless**

1. The Contractor agrees to save harmless and defend the City against and from any or all liability, loss or damages (including without limitations, fees and expenses of attorneys, expert witnesses and other consultants) which the City may suffer as a result of claims, demands, costs, or judgments against it arising from, out of or in consequence of the performance of this Agreement, excepting only such liability, loss or damage as shall have been occasioned by the sole negligence of the City of Novi, its officers, agents or employees.
2. The Contractor agrees that it is its responsibility and not the responsibility of the City of safeguard the property and materials used in performing this Contract. Further the Contractor agrees to hold the City harmless for any loss of such property and materials used in pursuant to the Contractor's performance under this Contract.
3. The Contractor shall not discriminate against any employee, or applicant for employment because of race, color, sex, age, or handicap, religion, ancestry, marital status, national origin, place of birth, or sexual preference. The Contractor further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or subcontractor employed in the performance of this contract.