

# Request for Proposal #19PSX0105

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## WOOLEN UNIFORMS

Contract Specialist: **Marisol Rivera**

Date Issued: **23 May 2019**

Due Date: **20 June 2019 at 2:00 pm Eastern Time**

**Department of Administrative Services  
Procurement Division**



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# Request for Proposals (RFP)

## WOOLEN UNIFORMS

### Guide to Electronic Proposal Submissions

#### 1. Introduction To BizNet

It is now a requirement of Department of Administrative Services (DAS)/Procurement Division that all Companies create a Business Network (BizNet) Account and add their company profiles to the State of Connecticut BizNet system. Companies are responsible for maintaining and updating company information in their BizNet Accounts as updates occur. Companies that have been certified through the Supplier Diversity or the Pre-Qualification Program have already created a BizNet account.

The BizNet login is: <https://www.biznet.ct.gov/AccountMaint/Login.aspx>

New Companies: Create an account by clicking the BizNet login link above and then the button on the right labeled "Create New Account". Login and select Doing Business with the State and Company Information. Please be sure to complete information in all tabs (Company Information, Accounts, Address, etc.).

Existing Companies Needing to Update Their Information: Login to BizNet and select Doing Business with the State and Company Information.

**Anyone having difficulty connecting to their account or downloading or uploading forms should call DAS/Procurement Division at 860-713-5095.**

#### 2. Business Friendly Legislation

As a result of Public Act 11-229, DAS/Procurement Division's goal is to make doing business with the State of Connecticut more business friendly. To eliminate redundancy, forms that were repetitively filled out with each request for proposal are being automated in BizNet.

DAS/Procurement Division began the transition to on-line bidding by automating the submission of Affidavits and Non-Discrimination forms on October 1, 2011. Companies must submit forms electronically to their BizNet account if they haven't already done so. These forms must be updated on an annual basis, no later than 30 days after the effective date of any material change. Rather than completing them with each proposal submittal, companies that have already filed these forms have the ability to view, verify and update their information prior to submitting a proposal response.

#### **Instructions for Uploading Affidavits and Non-Discrimination Forms:**

**Click on the following link for instructions on how to upload Affidavits and Non-Discrimination forms:**

**<http://das.ct.gov/images/1090/Upload%20Instructions.pdf>**

(a) AFFIDAVITS

**THE FOLLOWING FORMS MUST BE SIGNED, DATED, NOTARIZED, UPLOADED OR UPDATED ON BIZNET. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.**

- (1) OPM Ethics Form 1 – Gift & Campaign Contribution Certification
- (2) OPM Ethics Form 5 – Consulting Agreement Affidavit
- (3) OPM Ethics Form 6 – Affirmation of Receipt of State Ethics Laws Summary
- (4) OPM Ethics Form 7 – Iran Certification

For information regarding these forms, please access the Office of Policy & Management’s website by clicking on the following link: <http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038>

(b) NON-DISCRIMINATION –

**CHOOSE ONE (1) FORM THAT APPLIES TO YOUR BUSINESS. COMPLETE AND UPLOAD OR UPDATE ON BIZNET ANNUALLY. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.**

- (1) Form A – Representation by Individual (Regardless of Value)
- (2) Form B – Representation by Entity (Valued at \$50,000 or less)
- (3) Form C – Affidavit by Entity (RECOMMENDED) (Valued at \$50,000 or more)
- (4) Form D – New Resolution by Entity
- (5) Form E – Prior Resolution by Entity

For information regarding these forms and on which form your company should complete, please access the Office of Policy & Management’s website by clicking following link:

[http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav\\_GID=1806](http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806)

**3. Online Proposal Responses**

Any proposal posted by DAS/Procurement Division must be submitted electronically. The common forms listed below have also been automated in the BizNet system. In addition, specific forms are now fillable, as noted below. To complete forms; download them from your BizNet account, complete your submittal response, and then upload these completed documents (as well as any other required submittal documents) through BizNet prior to date and time upon which the Proposal is due pursuant to the RFP. Late submissions will not be accepted. All proposals response submitted must be e-signed. Proposals that are not e-signed are not received by DAS/Procurement and cannot be viewed or considered. If any required documents have not been uploaded, the system will not allow you to e-sign. After successful e-signature, Proposers will get a confirmation that their proposal has been successfully submitted. If you do not receive this electronic confirmation, please contact DAS/Procurement at 860-713-5095. Proposals are not publicly opened and are not available for viewing until after the Contract has been awarded.

- Contractor Information/Electronic Signature Page – Web Based fillable Form
- Employment Information Form (DAS-45) – Web Based fillable Form
- Statement of Qualifications (DAS-14) – PDF Fillable Form
- Connecticut Economic Impact Form (DAS-46) – Web Based fillable Form
- Contract Exhibit B – Price Schedule (RFP-16)
- RFP Addendum (RFP-18) – if applicable

Additional forms such as those listed below must be reviewed carefully and accepted by the proposer prior to proposal submittal:

- Standard Terms and Conditions (RFP-19)
- Request for Proposal Document (RFP-22)
- Request for Proposal Contract (RFP-50)
- Contract Exhibit A – Description of Goods & Services and Additional Terms & Conditions
- Contract Exhibit C – Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitations Limitations

#### 4. Insurance Accord Certificates

Contractors are responsible for maintaining their BizNet accounts with new and/or updated insurance information.

The following documentation will need to be uploaded to each company's BizNet account and evidencing that the State is an additional insured:

- (a) Certificate of Insurance (Accord Form)
- (b) The insurance policy declaration page
- (c) The additional insured endorsement to the policy

Training documentation relating to the completion of the above-reference forms is available through the DAS Website under "DAS Business Friendly Initiatives" at the following website: [http://portal.ct.gov/DAS/Search-Results?SearchKeyword=insurance instructions](http://portal.ct.gov/DAS/Search-Results?SearchKeyword=insurance%20instructions)

***Proposers are cautioned that there may be additional documents, attachments or requirements depending on the complexity of the RFP. Please read ALL RFP documents carefully and provide all required information. Failure to do so may result in rejection of your proposal.***

## Overview

The State of Connecticut Department of Administrative Services ("DAS") is issuing this Request for Proposal to solicit proposals for Woolen Uniforms for Department of Emergency Services and Public Protection Division of State Police (DESPP).

## Scope of Services

- A. The Contract resulting from this solicitation (the "Contract") will be in place from Date of Award through July 31, 2024.
- B. Proposer shall provide stock options uniforms to the style and type specified.
- C. Proposer will need to provide a sample of each winter and summer trousers (line Item 2 and 3 in Exhibit B- Price Schedule) as part of the proposal. The sample must be sent to following address and received before the time of proposal due date.

Joshua Joseph  
Department of Emergency Services and Public Protection  
1111 Country Club Rd.  
Middletown, CT 06450

D. This contract replaces the following contract award(s) in part or in total: 17PSX0016

## Instructions to Proposers

### 1. Proposal Schedule

RELEASE OF RFP:	Date:	<b>23 May 2019</b>
RECEIPT OF QUESTIONS:	Date:	<b>30 May 2019</b> , by noon Eastern Time
ANSWERS TO QUESTIONS POSTED AS ADDENDUM:	Date:	<b>5 June 2019</b>
RFP DUE DATE:	Date:	<b>20 June 2019</b> at 2:00 pm Eastern Time

### 2. Pre-Proposal Meeting Requirements

This RFP contains no pre-proposal meeting requirements.

### 3. Questions

Questions for the purpose of clarifying this RFP must be received no later than the date and time specified in Section 1, "Proposal Schedule" and must be directed to the Contract Specialist, Marisol Rivera via email: [marisol.rivera@ct.gov](mailto:marisol.rivera@ct.gov).

### 4. Communications

During the period from your organization's receipt of this Request for Proposal, and until a contract is awarded, your organization shall not contact any employee of the State of Connecticut concerning this procurement except in writing directed to the Contract Specialist, Marisol Rivera via email: [marisol.rivera@ct.gov](mailto:marisol.rivera@ct.gov).

### 5. Solicitation Submission

Solicitations shall be submitted online by the RFP due date and time only. Proposers shall upload their solicitation submission to their BizNet Account.

## Description of Goods & Services Specifications and Additional Terms & Conditions

### 1. DESCRIPTION OF GOODS AND SERVICES:

This Contract is for Woolen Uniforms for the State Department of Emergency Services and Public Protection ("DESPP") as the Client Agency.

#### (a) **Delivery**

- (1) Deliveries must be identified by the brand name or trade name, or name of manufacturer as submitted by the Contractor on Exhibit B- Price Schedule.
- (2) Deliveries shall be made to any of the eleven (11) State Police Troops, the Training Academy, and to various units within the Client Agency in such quantities and at such times and places as specified on the purchase order.
- (3) The Contractor shall deliver all Goods, with transportation charges fully prepaid free on board (FOB) to the Client Agency's specified destination within the delivery time on Exhibit B- Price Schedule after receipt of the purchase order. The Contractor shall bear risk of loss during delivery of all Uniform Pants and Blouses.
- (4) Each delivery must be accompanied by a packing slip that indicates the applicable purchase order number, a description of the item(s) being delivered, the quantity of each item being delivered and the Contractor's invoice number. Failure to include purchase order numbers may result in delay of payments.
- (5) Each Good must have a label indicating name, address of manufacturer, size, date of manufacture and this Contract number.
- (6) Should the Contractor fail to make delivery of the Goods within the time the Contractor specified on Exhibit B- Price Schedule, the Contractor shall pay the Client Agency two dollars (\$2.00) per day per blouse, trousers, or breeches for each calendar day of delay. The total for late charges will be deducted from the next invoice submitted by the Contractor.

#### (b) **Fittings**

- (1) All garments must have high, medium and low rise stock options. The Contractor shall furnish a tailor to make initial measurements at various Client Agency locations at start of contract. Then keep all measurements as profile for future orders. The Contractor shall furnish a tailor for measurements for each Training Academy class at Client Agency location. Any and all alterations which may be found necessary shall be made at the expense of the Contractor
- (2) Not more than one alteration per garment will be allowed. If the Contractor fails to deliver a satisfactory garment after one alteration, the Contractor shall provide a new garment. If the Contractor fails to consistently deliver acceptable garments, in the sole opinion of the Client Agency, the balance of this Contract may be canceled.

#### (c) **Workmanship**

- (1) All workmanship must be of first class quality in every respect..

- (2) Uniform garments must be delivered clean, well made, and pressed and under pressed in a workmanlike manner. There must be no defective stitching, loose ends of thread or raw edges of fabric showing in any part of finished garments. The uniform garments must be free from defects which affect appearance or which might impair serviceability. All stress and strain points must be securely reinforced with bar tacking.
- (3) If any uniform garment is damaged, does not meet the specifications herein, or unsatisfactory to the Client Agency, the Contractor shall promptly offer a full refund or replace such uniform garment at no additional cost upon written request of the Client Agency. The Contractor will have ten (10) business days to pick up and replace such uniform garments.

**(d) Inspection of Garments**

Garments models described herein may be seen at the DESPP, Division of State Police – Office of Administrative Services, 1111 Country Club Road, Middletown, CT by appointment only. Contact person LTC. Eckersley at 860-685-8108.

**(e) Specifications**

**(1) UNIFORM DRESS BLOUSE (SERVICE COAT)- Exhibit B- Price Schedule Item 1 & 7**

**MATERIAL:** 16 ounce 100% wool elastique, oxford gray. Metcalf's style #472-16-4-C Oxford.

**STYLE:** Single-breasted, straight front, form-fitting for Sam Browne Belt - peak lapel. The top button to be about 8 ½" to 9 ½" from the point of peak to the bottom, depending on the size of the coat in order to keep two breast pocket buttons in line with the top front button of the coat. Length: must cover seat; under no conditions may the Client Agency accept a coat that does not meet this requirement.

**BACK:** Two piece with bi-swing on each side extending from shoulder seam to waistline with a lightweight elastic band 2" wide, set in to hold bi-swing in place. Center vent must be approximately 10 ½" long and to start 1" to 1 ½" below the waistline.

**COLLAR:** Peak lapel collar 3" wide at center of back, including a 1 ¼" stand. Width of notch on collar 1 5/8" , width of notch on lapel 2 ¼". Points of lapel from point to top buttonhole 9 ½". Machine made collar will not be accepted. Coat must be hand felled under collar.

**OUTSIDE POCKETS:** Two (2) breast patch pockets with 1 ½" pleat and three (3) pointed flap to button. The dimensions for these breast pockets: 1 ½" at the top; 6" at the bottom; 7" deep. These breast pockets are to be lined with a 3 yard black silesia. The button is to be directly on line with the top button of coat.

Two (2) hand pockets with straight flap to button with the regulation button in center. Flap to measure 8 ½" x 3", made with a separate pocket underneath these flaps. Mouth of pocket to be piped. Pocketing to be of 2.50 drill, count 72 x 60 - 1.96. Pocket flaps to be lined with rayon, as body lining.

**INSIDE POCKETS:** Two (2) breast horizontal and one (1) cash horizontal on left side. These inside pockets must be made of 2.50 drill, count 72 x 60 - 1.96.



**EDGES:** Double stitched 3/8" - bottom of coat single stitched 3/8" - stitching: 14 stitches per inch.

**BODY LINING:** Full lined with black all viscose 180 satin lining. Sleeve lining must be the same as specified body.

**SHOULDER STRAPS:** Pointed shoulder straps made of Warrenton #1208-2488 blue cloth and self-lined and to be edged with 1/4" gold nylon braid. Must be set into sleevehead seam and to be 1 1/4" wide at this point. Shoulder strap to be open at shoulder seam. Cross stitching approximately 2" back of seam and finished with a regulation button and buttonhole 3/4" from edge of top collar. Point of strap to touch the edge of collar.

**SLEEVES:** Plain, lined, sleeve lining hand felled at top and bottom. No vents or button at sleeve cuffs. Single arm shields of same material with edges piped.

**SLEEVE DESIGN:** One (1) row of Warrenton #1208-2588 blue cloth all the way around the sleeve, to be 1/2" wide, starting 3" from edge of sleeve. This stripe is to be edged on top only with 1/4" gold nylon braid. The finished sleeve design must measure 1 1/2".

**SERVICE STRIPES:** See specifications and sketch in Section(4) below of this Exhibit..

**BUTTONS:** Gilt 36 ligne CT State Police buttons, four (4) securely sewed on front and reinforced on back with a small 2-hole black bone button, one (1) on each pocket flap and one (1) on each shoulder strap. The buttons on front to be spaced so that the Sam Browne belt can be worn between the third and fourth button.

**BUTTONHOLES:** Four (4) on front of heavy quality best machine made buttonholes.

**EYELETS:** Silk eyelet hole on each side of the collar must be made by machine and be of pure dye silk. The eyelet hole must be set 1" from edge and 1 1/4" above the notch.

**ARM SHIELDS:** Must be made of the same material as the coat and piped with lining.

**CANVAS FRONT:** Sheer Brothers Hairvas, Style #1220, or Caroline Interling R-74 thoroughly cold water shrunk, reinforced with non-pull 36 picks per inch across haircloth reaching from armhole to front across the breast, well covered with bridle tape and padded with not less than 16 rows of stitches. Shoulder part of front covered with gray felt. Bottom stay not less than 3" wide to reach from breast to bottom of front, must be held in place by three rows of padding stitches. Canvas must have additional "V" in front for better fitting purposes.

**BADGE TAB:** A metal badge tab on the left breast. The bottom edge of the metal badge tab should be installed 1 1/4" from the top seam of the left breast pocket centered on the left breast.

**SEWINGS:** All sewing must be done with pure dye silk, using letter "A".

**EMBROIDERED SLEEVE INSIGNIA:** Will be furnished by Client Agency.

**NOTE:** The Warrenton #1208-2588 will be furnished by the Client Agency Division of State Police.

**(2) TROUSERS, SUMMER AND WINTER WEIGHT** - Exhibit B- Price Schedule Item 2,3 & 6

**MATERIAL:** Winter Weight Trousers: 16 ounce; 100% wool elastique; oxford gray; Metcalf's Style #472-16-4-C Oxford.

Summer Weight Trousers: 11 ½ ounce, 45/55 wool/dacron polyester 3-ply tropical weave; oxford gray. Raeford Style #573-12802.

Fabrics shall be kaumographed with mill trade name and fabric number on back of face cloth.

**FINISH:** Fabrics to be treated with water repellent, stain resistant finish.

**STYLE:** Construction of summer and winter weight trousers must be identical. Trousers must include full length uniform pattern with two (2) side pockets and two (2) hip pockets. Plain bottoms to have heel guard made of leather. Plain bottoms must have a 2" turnup and be blindstitched with nylon thread. Heel guard must be 4" long x 1" wide and sewed parallel to bottom edge. Front press crease to be stitched 1/16 of an inch.

**SIDE POCKETS:** Opening to be no less than 6 ½". Depth to be no less than 6" from bottom of opening. Pocket turn in and pocket facing to be no less than 2" wide. No selvage to be used on pocket turn in or facing. Pockets to be made of matching black material, approximate construction to be 72 x 5 count, 2.30 yards per pound, blend of 65% polyester - 35 % cotton. Pocket stay to be same material as pockets and sewn into side seam, turned into pocket and top stitched. Stay to extend no less than 1 ½" below and above opening of pocket. Pockets to extend above waistband seam and top stitched to waistband seam. Pockets to be stitched, turned and topstitched.

**HIP POCKETS:** Two hip pockets with flaps to button, flaps must be topstitched, silesia lined and have an opening of 5 3/8" and 7" deep. Pockets must be made with a Reese pocket machine to insure uniformity and must have an interlining. Pocket facing must be no less than 2" wide. No selvage to be used for facing. Pockets to extend above waistband seam and top stitched to waistband seam. Pockets to be made of matching black material as used in side pocket.

**LENGTH:** ½" below top of shoe.

**WAISTBAND:** To be cut in separate piece 2 ¼" (no more than 2 ½") wide after seaming. Front closure to include two buttons and French fly. To be closed at back using the Browne method. 4" waistband seam to be pressed open and top stitched. Waistband lining to be made of matching black material as used in side pocket with 3.75 canvas backing and ¾" turn up. To have a minimum of three rows of snug-tex sewn into curtain. Top of waistband lining to be felled with Union Special Machine or equal. There are to be seven belt loops, each one inch wide, double thickness on trouser material, to accommodate a 2" leather belt. With the exception of the rear center loop, all loops must be inserted into top and bottom of the waistband seams. Loops to be tacked to waistband before waistband lining is applied.

**FLY:** Trousers to be closed with a Talon zipper No. 42 or equal, memory lock. Zipper to have tape to match trouser material. Right fly to be lined with same material as pocketing and to extend ¼" beyond crotch inseam, turned under and stitched down on all sides. Left fly to have silesia lining. To have French Fly or double thickness of same material as trousers.

**BAR TACKS:** At the end of each hip pocket there is to be a bar tack. This tack is to be made on a Singer special bartack machine. Each tack is to have 32 stitches and be ½" long. Eighteen of the stitches are to be straight lock and 14 to be zip-zag. In addition, bartacks are to be placed at the following points of stress: top and bottom of side pocket to extend 1/8" over seam.

**CROTCH:** To be lined four quarter, front and back with cotton sheeting double thickness with folded edge. Pinked edges will not be acceptable.

**STRIPE:** Must be 1 ½" Warrenton #1208-2588. Must be sewn into waistband and extend the entire length of the trousers along the side seams including turn up. To be trimmed on the outside edge only with ¼" gold nylon braid. The finished stripe must measure 1 ½".

**SEWING:** Trousers to be sewn with A-3 vat dyed thread or equal. Center seat seam to be sewn on Union special or equal, four threads of Uticore (polyester core) or equal. Side seams and inseams to be sewn with Union special, two threads.

**OUTLETS:** Trousers to have sufficient outlets to facilitate easy alterations. There is to be a 2" - 3" outlet on waist and a 1" outlet on inseam.

**NOTE:** The Warrenton #1208-2588 will be furnished by the Client Agency Division of State Police.

### **(3) MOTORCYCLE BREECHES** - Exhibit B- Price Schedule Item 4 & 5

**MATERIAL:** Winter Weight Breeches: 16 ounce; 100% wool elastique; oxford gray. Metcalf's Style #472-16-4-C Oxford.

Summer Weight Breeches: 11 ½ ounce; 45/55 wool/ dacron/polyester 3-ply tropical weave; Oxford gray; Raeford Style #573-12802

Fabric must be kaumographed with mill trade name and fabric number on back of face cloth.

**FINISH:** Fabric must be treated with water repellent, stain resistant finish.

**STYLE:** Breeches must be cut loose in the thigh from the knee up, with peg in accordance with department design. The cut must be such that the peg stands out on a motorcycle or off. There may not be anything hanging down on the seat when standing up and there must be plenty room of straddle room when on the motorcycle. Must be close fitting at the knee and calf. Calf must be close below the knee with a heavy duty, rust-proof Talon zipper with a protective fly. Breeches must be made to individual measure.

**SIDE POCKETS:** Opening must be no less than 6 ½". Depth must be no less than 6" from bottom of opening. Pocket turn in and pocket facing must be no less than 2" wide. No selvage may be

used on pocket turn in or facing. Pockets must be made of matching black material, approximately construction to be 72 x 5 count, 2.30 yards per pound, blend of 65% polyester/35% cotton. Pocket stay to be same material as pockets and sewn into side seam, turned into pocket and top stitched. Stay to extend no less than 1-1/2" below and above opening of pocket. Pockets to extend above waistband seam and top stitched to waistband seam. Pockets to be stitched, turned and topstitched.

**HIP POCKETS:** Two hip pockets with double thickness flaps to button. Must have an opening of 4 3/8" and be 7" deep. Pockets must be made with a pocket machine to insure uniformity and must have an interlining of pelon inside the bezum. Pocket facing must be no less than 2" wide. No selvage may be used for facing. Pockets must extend above waistband seam and be top stitched to waistband seam. Pockets must be made of matching black material as used in side pocket.

**WAISTBAND:** Must be cut in separate piece 2 1/4" (no more than 2 1/2") wide after seaming. Front closure to include two buttons and French fly. Must be closed at back using the Browne method. Waistband seam must be pressed open and top stitched. Waistband lining must be made of matching black material as used in side pocket with 3.75 canvas backing and 3/4" turn up. Must have a minimum of 3 rows of Snug-tex or approved equal sewn into curtain. Top of waistband lining to be felled with Union Special Machine or equal. There are to be seven belt loops, each one inch wide, double thickness of breeches material, to accommodate a 2" leather belt. With the exception of the rear center loop, all loops must be inserted into top and bottom of the waistband seams. Loops to be tacked to waistband before waistband lining is applied.

**FLY:** Breeches to be closed with a Talon zipper No. 42, or equal, memory lock. Zipper to have tape to match breeches material. Right fly to be lined with same material as pocketing and to extend 1/4" beyond crotch inseams, turned under and stitched down on all sides. Left fly to have silesia lining. Must have French fly of double thickness of same material as breeches.

**BAR TACKS:** At the end of each hip pocket there is to be a bartack. This tack is to be made on a Singer Special Bartack machine. Each tack is to have 32 stitches and be 1/2" long. Eighteen of these stitches are to be straight lock and 14 to be zig-zag. In addition, bartacks are to be placed at the following points of stress; top and bottom of side pocket to extend 1/8" across seam.

**REINFORCEMENT:** To have reinforcement of same material on the front of the breeches from a little below the legging and extending upwards and covering the entire front of the breeches to within 2 to 3 inches of the crotch. There must be a double seat reinforcement that extends all the way down inside the leg to a point below the top of the legging. The front reinforcement to be sewn into the inside leg and outside seams. The back reinforcement to be sewn into the inside seam only, and to extend as high as the bottom of the hip pocket flaps.

**LINING:** Front and back of crotch will be lined with a good quality grade sateen cloth. Front crotch lining to be at least 1 1/2 " wide and not less than 7" in length. Back crotch lining to be not less than 3" wide and 7" in length.

**CROTCH:** To be lined four-quarter, front and back with cotton sheeting double thickness with folded edge. Pinked edges will not be acceptable.

**STRIPE:** Must be 1 1/2 " Warrenton #1208-2588. Must be sewn into waistband and extend the

entire length of the breeches along the side seams and cut to conform to the peg in such a manner as to accentuate the appearance of the peg. To be trimmed on the outside edge only with ¼" gold nylon braid. The finished stripe must measure 1 ½".

**SEWING:** Breeches to be sewn with A-3 vat dyed thread or equal. Center seat seam to be sewn on Union Special or equal, four threads of Uticore (Polyester Core) or equal. Side seams and inseams to be sewn with Union Special, two threads.

**OUTLETS:** Breeches to have sufficient outlets to facilitate easy alterations. There is to be a 2 ½ " outlet on the waist and a 1 ½ " outlet on the inseam.

**NOTE:** The Warrenton #1208-2588 will be furnished by the Division of State Police.

**(4) CONNECTICUT STATE POLICE UNIFORM SERVICE STRIPES** - Exhibit B- Price Schedule Item 8

**GENERAL:** Size, shape and style to conform to scale rendering attached. Service stripes may be ordered with two to six parallel stripes on the same piece of background fabric.

**SIZE:** Single Stripe: 5/8" x 4" (measured horizontally).

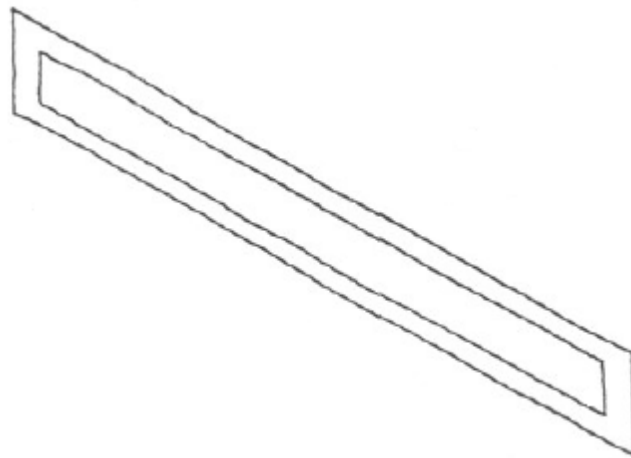
**FABRIC:** Royal Blue Warrenton Cloth #1208-2588.

**EMROIDERY YARN:** L-14 gold silk stripe(s) with 1/8" cloth border.

**BACK SIZING:** Permanent finish, 100% Acrylic Polymer, to fuse together buckram and base fabric.

**NOTE:** The Warrenton #1208-2588 will be furnished by the Division of State Police.

Service Stripe sketch:



## **2. ADDITIONAL TERMS AND CONDITIONS:**

### **(a) Contract Separately/Additional Savings Opportunities**

DAS reserves the right to either seek additional discounts from the Contractor or to contract separately for a single purchase, if in the judgment of DAS, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the prices set forth in Exhibit B, whether or not such a savings actually occurs.

### **(b) P-Card (Purchasing MasterCard Credit Card)**

Notwithstanding the provisions of Section 4(b)(2) of the Contract, purchases may be made using the State of Connecticut Purchasing Card (MasterCard) in accordance with Memorandum No. 2011-11 issued by the Office of the State Comptroller.

Contractor shall be equipped to receive orders issued by the Client Agency using the MasterCard. The Contractor shall be responsible for the credit card user-handling fee associated with MasterCard purchases. The Contractor shall charge to the MasterCard only upon acceptance of Goods delivered to the Client Agency or the rendering of Services.

The Contractor shall capture and provide to its merchant bank, Level 3 reporting at the line item level for all orders placed by MasterCard.

Questions regarding the state of Connecticut MasterCard Program may be directed to Ms. Kerry DiMatteo, Procurement Card Program Administrator at 860-713-5072.

### **(c) Subcontractors**

DAS must approve any and all subcontractors utilized by the Contractor in writing prior to any such subcontractor commencing any work. Contractor acknowledges that any work provided under the Contract to any state entity is work conducted on behalf of the State and that the Commissioner of DAS or his/her designee may communicate directly with any subcontractor as the State deems to be necessary or appropriate. Contractor shall be responsible for all payment or fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the Contractor to DAS upon request.

### **(d) Security and/or Property Entrance Policies and Procedures**

Contractor shall adhere to established security or property entrance policies and procedures or both for each requesting Client Agency. It is the responsibility of each Contractor to understand and adhere to those policies and procedures prior to any attempt to enter any Client Agency premises for the purpose of carrying out the scope of work described in this Contract.

## Proposal Requirements

### 1. Contract Period

The State intends that this contract shall be in effect from Date of Award through 31 July 2022.

DAS, in its sole discretion, may extend this Contract for additional terms beyond the original term, prior to Termination or expiration, one or more times for a combined total period not to exceed the complete length of the original term.

### 2. Quantities and/or Usages

Any quantities set forth in this RFP are estimated quantities and/or usages only and in no way represent a commitment and/or intent to purchase any particular amount. Actual quantities may vary and will be identified on individual purchase orders issued by the requesting entity.

### 3. Brand Name Specifications and/or References

The use of the name of a manufacturer or of any particular make, model or brand in describing an item does not restrict proposers to that manufacturer or specific article unless limited by the term "no substitute". However, the article being offered must be of such character and quality so that it will serve the purpose for which it is to be used equally as well as that specified, and the proposer shall warrant to the State that it is fit for that purpose. RFPs on comparable items must clearly state the exact article being offered including any and all applicable options and the proposer shall furnish such other information concerning the article being offered as will be helpful in evaluating its acceptability for the purpose intended. If the proposer does not indicate that the article offered is other than as specified, it will be understood that the proposer is offering the article exactly as specified. Proposers must submit complete documentation on the specifications and quality levels of the proposed products. RFPs submitted that do not contain this documentation are subject to rejection.

### 4. Stability of Proposed Prices

Any price offerings from proposers must be valid for a period of 60 days from the due date of the proposals.

### 5. Amendment or Cancellation of the RFP

DAS reserves the right to cancel, amend, modify or otherwise change this RFP at any time if it deems it to be in the best interest of the State to do so.

### 6. Proposal Modifications

No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by DAS. DAS, at its option, may seek proposer retraction and/or clarification of any discrepancy or contradiction found during its review of proposals.

## **7. Proposer Presentation of Supporting Evidence**

Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that DAS deems to be necessary or appropriate to fully establish the performance capabilities represented in their proposals.

## **8. Proposer Demonstration of Proposed Services and or Products**

At the discretion of DAS, proposers must be able to confirm their ability to provide all proposed services. Any required confirmation must be provided at a site approved by DAS and without cost to the State.

## **9. Erroneous Awards**

DAS reserves the right to correct inaccurate awards.

## **10. Proposal Expenses**

Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required by DAS.

## **11. Ownership of Proposals**

All proposals shall become the sole property of the State and will not be returned.

## **12. Ownership of Subsequent Products**

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State unless otherwise stated in the contract.

## **13. Oral Agreement or Arrangements**

Any alleged oral agreements or arrangements made by proposers with any State agency or employee will be disregarded in any State proposal evaluation or associated award.

## **Selection Criteria**

A selection committee will review and score all proposals. The following information, in addition to the requirements, terms and conditions identified throughout this RFP Document, will be considered as part of the Selection process and are listed in order of relative importance.

### **1. Value**

- (a) Form RFP-16 Exhibit B Price Schedule or Product and Pricing Schedule

### **2. Account Management**

- (a) Strategy for managing contract and customer service approach
- (b) Fitting Capabilities



- (c) Quality of samples
- (d) Delivery
- (e) Value-Added Services

**3. Applicable Content**

- (a) Ability to meet specifications, requirements, terms and conditions
- (b) Ability to provide service, maintenance, service calls, etc.

**4. Business Information:**

- (a) Set Aside Status
- (b) Length of Time in Business
- (c) References

DAS may award by individual item, group of items, or the entirety of all items. DAS may also reject any and all RFPs in whole or in part, and waive minor irregularities and omissions if the best interest of the state will be served.

## Submittal Requirements

**1. Value**

- (a) Form RFP-16 Exhibit B Price Schedule or Product and Pricing Schedule

**2. Account Management**

- (a) Plan for contract management
- (b) Provide explanation on garment fittings process
- (c) Samples
- (d) Delivery turn around
- (e) Proposers should specify any programs or services that add value. For example rebate, fast delivery

**3. Applicable Content**

- (a) Product / Service Specifications
- (b) Details on service, maintenance, service calls, etc,

**4. Business Information:**

- (a) Brief business history outlining length of time in business
- (b) DAS Set Aside Certificate
- (c) Three (3) Client References: please provide the following information for each reference  
Name of company, Contact name, Telephone number, and Description of work provided

*Should proposers wish this information to be considered confidential, this information should be placed in a sealed envelope marked "Confidential", this information will not be made viewable to the public and will only be reviewed by the evaluation committee.*

## **Attachment 1 - Sample Contract**

This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP only serves as the instrument through which proposals are solicited. The State will pursue negotiations with the proposer whose proposal scores highest. If, for whatever reason, DAS and the initial proposer fail to reach consensus on the issues relative to a contract, then DAS may commence contract negotiations with other proposers. DAS may decide at any time to suspend the current RFP process and start the RFP process again.

Attachment 1 to this RFP is a draft contract and it is included in this RFP for informational purposes only in order to show some contract provisions that the State of Connecticut requires. It is not intended to, and will not, be the specific contract that the State and the successful vendor(s) will sign. After DAS selects a vendor, DAS will deliver a draft contract to the vendor for consideration and negotiation. The contract that DAS and the successful vendor will sign may vary from Attachment 1. The contract may include a liquidated damages clause at the discretion of the State.