

LACKAWANNA COUNTY BOARD OF COMMISSIONERS  
REQUEST FOR PROPOSALS (RFP)  
Project Name: Uniform Vendor

Issued: **September 28, 2015**

Proposal ID#: **271-15-151**

**1. INTRODUCTION:**

**NOTICE IS HEREBY GIVEN** that pursuant to a fair and open process, sealed proposals will be received and reviewed by the County of Lackawanna ("COUNTY") as the supplier of all Uniforms and components. It is the intent of Lackawanna County to award this contract within ninety (90) days of receipt of the proposals. The uniforms and components will be utilized as the point of purchase for the Lackawanna County Sheriff and Deputy Sheriffs.

**2. PURPOSE:**

The purpose of this Request is to solicit Proposals from qualified providers who can supply uniforms and components that meet the specifications outlined in **Attachment "A"**. The selected firm will provide the best option for the County, in terms of pricing, the quality of the products, capability, vendor reputation and ability to provide the uniforms/equipment within a specific time period.

**3. PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSALS:**

Proposal documents and specifications will be available on-line at the County Website:

[www.lackawannacounty.org](http://www.lackawannacounty.org)

Submission: Original and four (4) copies of the proposal must be provided. Proposals must be submitted to the:

Board of Commissioners  
c/o Steve Barcoski, Interim-Chief of Staff  
200 Adams Avenue, 6th Floor  
Scranton Pennsylvania 18503

Proposals must be submitted in a sealed envelope, with the name of the firm submitting the proposal clearly marked on the outside of the envelope, along with the Project Name and Proposal ID#. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the below-referenced due date and time. **Submissions by fax, telephone, or email are not permitted.**

**Submission Deadline:**

Respondents must submit their written proposal by **11:00 a.m.** prevailing time on:

**Thursday, November 5, 2015**

Proposals received will be reviewed and evaluated by the Board, based upon such criteria as the Board, in its sole discretion, deems appropriate. The Board reserves the right to request clarification or additional information from any respondent. The Board, in its sole discretion, may accept the proposal of a respondent, may choose a respondent with which the Board will enter into negotiations, or may reject all proposals.

**4. PRE-PROPOSAL MEETING:**

There will not be an opportunity for prospective proposers to meet with the County staff.

**5. QUESTIONS:**

Questions can be submitted via email to:

[Mitchellk@lackawannacounty.org](mailto:Mitchellk@lackawannacounty.org)

\* Questions will be answered by the appropriate individuals and answered within 3 business days via posting on the County website.

**Final questions pertaining to this RFP must be submitted on or before:**

**October 22, 2015**

**6. SPECIFICATIONS:**

**Please see: Attachment "A"**

Exception to Specifications: Proposers whose proposals does not conform to the terms, conditions and/or specifications contained herein should so note the exception on a separate sheet labeled **"EXCEPTIONS"**. While the County reserves the right to make an award to a nonconforming proposer when it is in the best interest of the County, such awards are not routine and proposers are urged to conform to the greatest extent possible.

Unless otherwise specified, any reference to a brand name, model number or other description is made to establish a required level of quality and functional capabilities. Comparable products of other manufactures will be considered if product is specified, to indicate the brand name and model of the product offered and to furnish complete specifications, catalog pages or other documentation by which the County may evaluate the offer. If the proposer cannot match the

brand of the product listed, they have the choice to propose another "brand" of equal or better quality. Should proposer choose to quote an alternate brand they must send one sample of each item with their proposal prior to the proposed deadline to the submission address listed above at **NO** cost to the County. This does not guarantee your alternative product will be accepted.

If your firm is awarded a contract, you **MUST** provide the County with **ONE** (1) item of each size requested in the proposal for fitting purposes.

#### **7. CRITERIA FOR EVALUTION OF PROPOSAL:**

The Board will independently evaluate each submission and selection will be made upon the following criteria:

- \* Experience and reputation with respect to representation of governmental entities;
- \* Knowledge of the subject matter of the services to be provided to the County;
- \* Ability to meet timelines and schedules for completion on an expedited basis as set forth by the Board;
- \* Availability to accommodate any required meetings of the Board;
- \* Other factors determined to be in best interest of the County based on the Board's sole discretion;
- \* The vendor must submit a certified copy of a current financial report of the company;
- \* The vendor shall submit a list of three (3) references, including name of institution, address, and contact person and phone number.

#### **8. PROPOSAL:**

Each proposal must be in sufficient detail to permit evaluation, at a minimum, with respect to the following issues. Proposals must include the information that is specifically requested herein as well as such additional information as a respondent deems relevant to the process. Each respondent agrees that the proposal submitted constitutes a firm offer to the County that cannot be withdrawn for ninety (90) days from the proposal due date.

1. Scope of Services/Prior Experience - All submittals must detail the services proposed to be provided and the firm's experience in providing such services.
2. Personnel – All proposals submitted to the County must include the following:
  - \* Name, address, and brief description of your firm;
  - \* The names, experience, and qualifications of the individual(s) who would be primarily responsible for performing services on behalf of the County;
  - \* A statement of assurance that your firm is not currently in violation of any regulatory rules and regulations that may have any impact on your firm's operations;
  - \* ***A statement that your firm or principals are not involved in any current or pending litigation involving Lackawanna County, or any of its Departments or Authorities.***
  - \* The vendor's demonstrated experience and expertise in supplying a Law Enforcement Uniform and its components.

#### **9. CONFLICT OF INTEREST:**

All submittals must state that there are no conflicts of interest to which the firm would be subject if it were to provide the requested services on behalf of the County.

#### **10. COMMUNICATION WITH ELECTED OR APPOINTED OFFICIALS:**

All communications during this process should be directed to the appropriate contact listed in this Request for Proposals. Any firm that makes any effort to communicate with any other official of Lackawanna County, either directly or indirectly, during this process will be **EXCLUDED** from consideration.

#### **11. RESPONSIBILITIES:**

The Successful Proposer shall have primary responsibility for the following for the life on the contract:

- \* The Vendor will, whenever on the County's premises, obey all instructions and County policies, which are provided to them with respect to performing services on the County's premises.
- \* The Vendor shall assure that its employees interact with County employees and with the public in a respectful, courteous, helpful and impartial manner. All employees of the Vendor in both the field and the office shall refrain from belligerent behavior and/or profanity. Correction of any such behavior and language shall be the responsibility of the Vendor.
- \* In the event that the Vendor or any of their employees cause damage to the County's equipment or facilities, the Vendor shall, at its own expense, promptly repair or replace such damaged items to restore them to the same level of functionality that they possessed prior to the actions of the Vendor or the Vendor's employees.
- \* The County is committed to promoting equal opportunities for all. The Vendor agrees to abide by the County's non-discrimination policy. The County will not tolerate or condone acts of discrimination based upon race, gender, religion, ethnicity, national origin, color, age, disability or any other unlawful form of discrimination.
- \* All Lackawanna County buildings are DRUG-FREE. The Vendor and all of their employees agree to comply with this DRUG-FREE policy while

performing services on County property.

- \* No advertising, sales promotion or other materials of the Vendor may identify or reference this contract with the County without written consent from the County.
- \* Proposer will provide the County with *monthly progress updates* , including but not limited to notices of schedule deviations for all items on order.
- \* Proposer will provide the County with accurate invoices referencing County Purchase Orders for all items purchased.
- \* **Proposer will provide the County with monthly reports showing the detailed activity of purchases by each Deputy Sheriff for the life of the contract.** These monthly reports should account for activity while keeping a running balance for each Deputy.

**PROPOSERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE PROPOSAL SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTORS(S) -- NO EXCEPTIONS!**

## **12. CONFIDENTIALITY:**

This Request for Proposal, and all proposals received in response, will remain confidential (with the exception of information that was previously public information), and will not be used for any purpose other than the evaluation of the proposals received by the Board. Each respondent, by responding to this Request, acknowledges the terms expressed above and agrees to safeguard the details of this process and the contents of this document. If your organization does not agree to these conditions concerning confidentiality, or if you elect not to respond to this Request for Proposal, please return this Request to the Board and retain no copies thereof.

**Attachment "A"**

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Item Code	Description	Price/Unit	Brand	Lead-Time
5.11- 5 in 1 Jacket	5.11 Tactical -5 In 1 Jacket Part #48017			
5.11 Sabre Jacket	5.11 Tactical Sabre Jacket #48112			
5.11 Flashlight	5.11 ATACR3MC #53152			
5.11 Tactical Gloves	5.11 Hard Time Gloves #59354			
5.11 Tactical Shirt	5.11 Concert Shirts #41060			
5.11 Response Jackets	5.11 Response #48016			
5.11 Bk Skully	5.11 Black Skully Hat #89250			
Blackington Badge	Blackington Wallet badge #B1675S-B748 Rhod Hi-Glo			
Strong Leather	Badge Case and ID Holder #79520			
Blauer BK Pants	Blauer Black Side Pocket Trousers			
Blauer Long Sleeve	Blauer Black Long Sleeve Supershirt			
Blauer Short Sleeve	Blauer Black Short Sleeve Supershirt			
Blauer 9690 - GTX	Blauer Reversible Gore - Tex Raincoat in size XL			
Blauer 8110BK	Blauer Mock Turtleneck in Black #8100			
Blauer 225Bk- Fle	Blauer 225 Black Fleece Lined Sweater			
Blauer 9691 - Rev	Blauer 9691 Reversible Raincoat Black/Hi Vis Yellow			
Don Hume - General	Don Hume Leather Goods - C306 -1			
Gould/Goodrich-Gen	GG B627 Cuff Case			
Gould/Goodrich-Gen	GB B73 flashlight holder			
Gould/Goodrich-Gen	GG B76 keepers			
Gould/Goodrich-Gen	GG B49 duty belt			
Haix - Boots	Boots - P7 High #206215			
Cuff Key	Handcuff Key			
Safariland - General	Safariland 6360 Holster			
S&W Handcuffs	S&W Handcuffs #100			
Elbeco U610 - L/S	Long Sleeve Checkpoint Shirt in White			
Elbeco - General	Uniform Blazer			
Elbeco E1360 - Lu	Elbeco Luxury Pants			
Blauer Traffic Vests	Traffic Vest - #339S			
Finger Fashions -G	Search Gloves #400			
Streamlight - General	Flashlight - Strion LED #74301			
JP13V - Velcro Belt	JP Velcro Under Belt #13V			
Hat - Flexfit BB	Flexfit Baseball Hat			
Armor Express Halo Vest	Level II .06 Standard 1 Carrier, Ara Shock Plate NIJ # HLO-D-II			
Hash Marks	Years of Services Stripe			