

Proposal Request For  
CLASS "A" UNIFORMS FOR THE SUMNER COUNTY EMS

Responses to an Proposal Request will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for Class "A" Uniforms for Sumner County EMS until 10:00 Local Time Tuesday July 28, 2015. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please call Keith Douglas Director for Sumner County EMS Services [kdouglas@sumnerems.org](mailto:kdouglas@sumnerems.org). All proposals are subject to the Board of Education's conditions and specifications which are available from Vicky Currey, Purchasing Supervisor (615) 451-6560. All bids can be viewed on line at [www.sumnerschools.org](http://www.sumnerschools.org).

## NOTICE TO RESPONDENTS

Responses to a Proposal Request for CLASS "A" UNIFORMS will be received by the Purchasing Supervisor in the SUPPORT SERVICE FACILITY CONFERENCE ROOM, Sumner County Board of Education, 1500 Airport Road Gallatin, TN 37066. They will be received until **10:00 A.M. Local Time JULY 28, 2015** for CLASS "A" UNIFORMS, at which time the responses will be opened, taken under advisement and evaluated. ***BIDS WILL BE POSTED ON [www.sumnerschools.org](http://www.sumnerschools.org)***

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### GENERAL REQUIREMENTS AND CONDITIONS

1. The Sumner County Board of Education reserves the right to accept or reject any and/or all responses in whole or in part, and to waive informalities therein.
2. Any responses received after the scheduled closing time for the receipt for responses will not be considered.
3. If a mistake is discovered after the responses are received, only the Sumner County Board of Education may allow the respondent to withdraw the entire response.
4. Partial payments will not be approved unless justification for such payment can be shown. Terms will be net 30 days.
5. Payment will not be made until the said **CLASS "A" UNIFORMS** are inspected and approved as meeting all specifications by persons appointed by the Sumner County Board of Education.
6. Responses submitted must be in a sealed envelope and marked on the outside as follows:  
**RESPONSE: CLASS "A" UNIFORMS FOR THE SUMNER COUNTY EMS**  
**DEADLINE: JULY 28, 2015 @ 10:00 A.M.**
7. Facsimile responses will not be considered.
8. If a successful bidder violates any terms of their bid, the contract, school board policy or any law they may be disqualified from bidding for a period of two years for minor violations or longer for major violations. Bids from disqualified bidders will not be accepted during the period of disqualification.
9. Prices quoted on the response (if any) are to be considered firm and binding until the said **CLASS "A" UNIFORMS** are in the possession of the Sumner County Board of Education.
10. No purchase or contract is authorized or valid until the issuance of a Board Purchase Order in accordance with Board Policy. No Board Employee is authorized to purchase equipment, supplies or services prior to the issuance of such a Purchase Order.
11. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Supervisor, Vicky Currey (615) 451-6560.
12. All bids that exceed \$25,000 must have the Company Name, License Number, Expiration Date thereof and License Classification of Contractor listed on outside of sealed envelope. As required by State of Tennessee Code Annotated 62-6-119.
13. The awarded bidder will be required to post a performance and payment bond in the amount of 25% of the contract price if it exceeds \$100,000 as stated by State of Tennessee Code Annotated 12-4-201.
14. If the project cost in excess of \$25,000 a performance bond must be secured by the requesting party in an amount equal to the market improvement value.

# PROPOSAL REQUEST

## For

### Class “A” Uniforms

#### For the

# Sumner County EMS

#### General Information

Sumner County Government (hereinafter referred to as “Sumner County”) is hereby requesting proposals to be submitted for Class “A” dress uniforms for the Sumner County emergency medical services (EMS) personnel.

#### General Requirements

Proposals, bids, or responses will be accepted by Sumner County no later than 10:00 a.m., **July 28, 2015** (local time). Every proposal must be enclosed in an envelope clearly **marked Sumner County EMS Class “A” Uniform proposal**, and shall include three (3) copies.

#### Timeframe

The timeframe for all responses must be complete and in possession of Sumner County by **10:00 am** (local time) on **Tuesday, July 28, 2015**

Proposals will be opened at an unspecified time after the **July 28<sup>th</sup>** deadline of 10:00 p.m. (local time).

Each submission/proposal must be complete. Any incomplete/incorrect responses will be rejected.

All respondents will comply with this RFP as a basis for the award of the bid.

#### Proposals requirement details:

- This includes, but not limited to the following information. Any alternative recommendations may be so noted and priced separately from the basic request. **All quantities are stated as estimates, not guaranteed, for bidding purposes, therefore quotes should reflect quantity price break points if applicable.** *Pricing submitted shall be guaranteed from increases during the period July 1, 2015 to June 30, 2016.*
- **Expected order quantity = 100 sets**

#### SHIRTS

- Polyester – long sleeve EMS style dress uniform shift (White)
- Department patch – left shoulder
- US flag patch – right shoulder

#### PANTS

- Polyester – Uniform trousers (Dark Navy)
- \*Prefer stretch waistband construction

#### COATS

- Single-breasted hip length dress coat (Dark Navy)
- Two top patch pockets with flaps
- Two bottom scalloped flaps
- Permanent shoulder epaulets
- Badge tab
- Department patch – left shoulder
- US flag patch – right shoulder

#### FOOTWARE

- Dress uniform shoes – (HiGloss Oxford style or equivalent )

#### CAPS

- EMS formal dress cap (Dark Navy)

#### ACCESSORIES

- Neck tie – clip-on (Dark Navy)
- Dress gloves/nylon stretch (White)
- Nametag badge (Silver)
- "Serving since" nametag attachment (Silver)

#### OPTIONAL ACCESSORIES (\* dept. may elect to remove from the bid package)

- Department service breast badge
  - Silver
  - Star of Life center seal
  - Custom wording "Sumner" "County" "E.M.S." "TN"
- EMS cap badge (Silver)

#### Sizing/Orders/Delivery

- Successful bidder must arrange for "on-site" sizing. This can be done in person or by temporarily providing various sized items (returnable – at no extra cost)

- Bids must specify expected delivery time frame.

Bidder may submit bids, in whole or in part, of the items listed.

Bids MUST include complete detailed list of items with descriptions, sizes, color and price per unit.

All questions/clarifications shall be directed to Director Keith Douglas via email only at [kdouglas@sumnerems.org](mailto:kdouglas@sumnerems.org)