



## MACON-BIBB COUNTY, GEORGIA

Request for Proposals (RFP)

FOR

### **UNIFORMS FOR MACON-BIBB COUNTY FIRE DEPARTMENTS**

24-011-LH

20085

20086

20087

### MACON-BIBB COUNTY

ISSUE DATE: 11/30/2023

DUE DATE: 1/4/2024

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Cherise Stephens, Small Business Affairs at (478) 300-2297 or [cstephens@maconbibb.us](mailto:cstephens@maconbibb.us)

## 1. GENERAL

### A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Proposal to provide Uniforms for Macon-Bibb County Fire Departments. Respondent to this solicitation shall provide the (Original Solicitation **plus 3 copies and Flash Drive**) to the Procurement Department, 700 Poplar Street, Suite 308, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on **Thursday, January 4, 2024**.

### **NO LATE RESPONSES WILL BE CONSIDERED**

The names of responding firms will be publicly read on Thursday, January 4, 2024, at 2:00 P.M. in the Macon-Bibb County Procurement Department Conference Room, located at 700 Poplar Street, Suite 308, Macon, Ga 31201. **Deadline to submit questions is Friday, December 15, 2023, by 3:00 p.m. All questions to be submitted via email only to lhardwick@maconbibb.us**

### B. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

### C. Solicitation Documents

Announcement of this Request for Professional Services may also be posted on the Macon-Bibb County website at [www.maconbibb.us/purchasing](http://www.maconbibb.us/purchasing) and on the Georgia Procurement Registry website [https://ssl.doas.state.ga.us/PRSapp/PR\\_index.jsp](https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp)

### D. Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with an insurance company with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory  
Errors and Omission: \$1,000,000  
General Liability: \$1,000,000

### E. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

**24-011-LH**

Uniforms for Macon-Bibb Fire Departments

Macon-Bibb County Procurement Department  
700 Poplar Street  
Suite 308  
Macon, Georgia 31201  
Telephone: (478) 803-0550

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline on date of closing. Macon-Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response

to all requirements and questions as directed. Submittals and any other information submitted by in response to the RFP shall become the property of Macon-Bibb County.

#### F. Responsiveness

In order to be considered “*responsive*” the submission must include completed copies of the following documents:

- Price Proposal Form
- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit

#### G. Responsibility

In order to be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- Five (5) years of experience providing the services included herein.
- Licensed to do business in the State of Georgia
- Financially and legally responsible to perform the services included herein.

#### H. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RFP and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RFP or contract when deemed to be in the Owner’s best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RFP. Owner will not be bound to act by any previous knowledge, communication, or submission by the firms other than this RFP.

Failure to comply with the requirements contained herein may result in the submission being deemed “non-responsive” or “non-responsible”. Nonresponsive submissions will not be reviewed for potential award.

## II. BACKGROUND

Macon-Bibb County Fire Department services a population of 156,462 and comprises of 22 fire stations. The County employs approximately 439 personnel that respond to emergency and non-emergency incidents, and provides numerous training opportunities such as fire prevention, professional fire protection and educational services.

### **III. SCOPE OF SERVICES.**

The Macon-Bibb County Fire Department is seeking prospective firms with the minimum of five (5) years of experience in providing uniforms, badges, alterations/sewing, on all uniform items. It is the intention of the County to purchase uniforms goods and services on as needed basis throughout the year.

#### **ACCEPTABLE SERVICES/ TIMEFRAMES FOR ORDERS**

Uniform items shall be manufactured and available for pickup from a local brick and mortar establishment located in Macon Bibb County Georgia. This delivery/shipping cost shall be included in all proposal pricing.

The Proposer should have a physical location within Macon Bibb County, where employees may go for alterations, measurements, and to pick up and/or return items.

All items shall be delivered in a timely manner. The successful Proposer will state how long it will take to obtain the items after receiving the order. Standard stocked garments should be available for pick up within 3 working days from the date of order. Tailored/altered and non-stocked garments shall be available for pick up no later 14-21 working days after ordering. Any uniform articles received that do not confirm to the order will be returned to the contractor at the contractor's expense.

It shall be the responsibility of the successful Proposer to ensure satisfactory operation and/or condition of every product provided on this RFP. In the event of a contractor's error with alterations or product model, it shall be the contractor's responsibility for exchange at no cost to the County.

#### **BACKORDERS**

Contractor(s) will be required to notify the designee of the Fire Department when item(s) are backordered by the manufacturer. This notification must include the reason why the item(s) are backordered and the expected day of arrival to the store. Item(s) backordered should be clearly indicated on the packing slip. Macon Bibb County reserves the right to cancel backorders, at any time, and purchase from another contractor. It is the responsibility of the contractor to contact the Fire Department to verify if they still want the backordered items.

#### **FITTINGS & ALTERATIONS**

The successful Proposer shall have the capabilities, facilities, and equipment necessary to fit any and all employees with the proper size, style, and quantity of apparel and/or shoes specified herein. Successful Proposer shall also have on hand at their facility qualified personnel to measure and alter uniforms.

Macon Bibb County Fire Department prefers employees to be fitted for alterations at a local brick and mortar location. All clothing shall be furnished in sizes as required for proper fitting to the individual for whom they are intended.

Alterations/ tailoring of short and long sleeve shirts, pants, jumpsuits, jackets, Class A jackets, and polos shall be included in the respective proposal price. In addition, embroidered department patches shall be supplied by Macon Bibb County Fire Department to the contractor(s) and shall be sewn to the sleeves of shirts, jackets, and jumpsuits in a manner consistent with industry standards and as required by the Macon Bibb County Fire Department. The cost of sewing on the department patches is to be included in the proposal price of the shirts, jackets, and jumpsuits. For patches and striping supplied by the vendor, please include the cost of furnishing and attaching of the accessory

to the garment as a part of the unit price.

Below are alterations/ tailoring which shall be included in the individual garment pricing:

- Long sleeve shirts- two department patches sewn on
- Short sleeve shirts- two department patches sewn on
- All Pants (various styles)- when applicable, hem to specified or measured length
- Jumpsuits- one department patch and one Contractor supplied sewn on.
- Jackets- one department patch and one Contractor supplied sewn on, embroidery front (two lines of text- First initial, Last name and Rank)
- Class A jackets- stripes on both sleeve (depending on the rank)
- Maltese Cross- added to left sleeve (depending on years of service)
- Polos- embroidery on three locations (chest and both sleeves)

\*\* See EXHIBIT B for photographs of existing garments' customization\*\*

#### **VALUE ADD EMBROIDERY AND/OR ALTERATIONS**

Proposers may also submit a la carte price lists for alterations and embroidery for additional as- needed uniform orders. Macon Bibb County Fire Department prefers pricing of garments to include any and all applicable alteration and customization (see Section 3.6 above), however if the Proposer wishes to separate garment pricing from such alterations, then Proposal may provide additional price sheets with unit prices for all garments alone, and then separate pricing for sewing of patches, sewing of stripes, embroidery, hemming, etc.

#### **PRICE**

Proposer shall provide a per unit price for each item listed on the 'Price Proposal Form'. There is manufacturer/brand/model specification on the itemized list, and unless specified, there are no substitutions allowed. The Proposer shall provide an additional price sheet, specifying if any added Tall and/or Extra-Large price increases apply to the items specified herein.

The Macon Bibb County Fire Department may require additional items or services of a similar nature, but not specifically listed in the 'Price Proposal Form'. For miscellaneous uniform items not listed, the Proposer shall provide percentage (%) discount off list/ catalogue pricing using the 'Discount Off Price Proposal Form'. The Contractor shall provide a copy of each current catalogue with prices. In the event that a manufacturer does not offer a physical or digital price list, another verifiable source such as online retail pricing etc. may be provided. A percentage discount from list price is applied to all products or services available from the specified manufacturer.

Key Dates:

- RFP Release Date: 11/30/2023
- Questions Due: 12/15/2023
- Proposal Due Date: 1/4/2024

**IV. SUBMITTAL FORMAT AND REQUIREMENTS**

Along with the included required submittal documents, bidders shall provide the following:

- A Statement of Qualifications on the company's history with similar project
- A cost proposal
- A timeline for completion.

Proposals shall be submitted by mail or hand delivery by 12:00 noon on January 4, 2024. The address for submittals is:

Macon-Bibb County Procurement Department  
700 Poplar Street  
Suite 308  
Macon, Georgia 31201

**Questions:**

Any questions regarding this RFP shall be submitted to Laura Hardwick, Procurement Director of Macon-Bibb County in via email at [lhardwick@maconbibb.us](mailto:lhardwick@maconbibb.us). All questions will be aggregated, and answers shared with all interested bidders. Deadline to submit questions is Friday, December 15, 2023, by 3:00 p.m.

**V. SCORING** (total possible number of points = 100)

Experience and Qualifications – Maximum 30 points

The Proposer must have a minimum of five (5) years of experience in providing the services detailed in this Request for Proposals. Resume and a minimum of three (3) references is required upon submittal of the Request for Proposal. References contact information to include name, email address, and phone number.

Capability and Capacity – Maximum 30 Points

The Proposer shall demonstrate the ability to provide goods and services, and resources necessary to perform the services and provide the goods described in this RFP. The Respondent shall be an authorized dealer, distributor, and/or representative of the manufacturer.

Local Vendor Preference – Maximum 10 Points

Respondent to this solicitation maintains a brick-and-mortar business, i.e. a physical business address, and business permit in Macon-Bibb County.

Price – Maximum 30 Points

Proposer shall provide a per unit price for each item listed on the “Price Proposal Form” within this solicitation. There is a manufacturer/Brand model specification on the itemized list, and unless specified, there are no substitutions allowed. The Proposer shall provide an additional price sheet, specifying if any added Tall and/or Extra-Large price increases apply to the items specified herein.

**VI. AWARD BASIS**

Award will be recommended to the respondent with the highest number of points.

## SECTION 4.0 PRICE PROPOSAL FORMS

Item #	Brand/ Manufacture Part No.	Description	Unit Price
1	Elbeco CX360	Dress Uniform Shirt – Male Style zippered long sleeve  Colors: White only	\$
2	Elbeco CX360	Dress Uniform Shirt- Female Style zippered long sleeve  Colors: White only	\$
3	Elbeco CX360	Dress Uniform Shirt – Male Style zippered short sleeve  Colors: White only	\$
4	Elbeco CX360	Dress Uniform Shirt – Female Style zippered short sleeve  Colors: White only	\$
5	Elbeco TEXTROP 2	Dress Uniform Shirt – Male Style zippered long sleeve  Colors: White and Blue	\$
6	Elbeco TEXTROP 2	Dress Uniform Shirt – Male Style zippered short sleeve  Colors: White and Blue	\$
7	Elbeco TEXTROP 2	Dress Uniform Shirt- Female Style zippered long sleeve  Colors: White and Blue	\$
8	Elbeco TEXTROP 2	Dress Uniform Shirt – Female Style zippered short sleeve  Colors: White and Blue	\$
9	Elbeco TEXTROP 2	Dress Trousers: Male Style  Color: Navy Blue	\$
10	Elbeco TEXTROP 2	Dress Trousers: Female Style  Color: Navy Blue	\$
11		Clip on Tie – Multiple sizes  Color: Black	\$



12		Breakaway Tie- Multiple sizes Color: Black	\$
13		Dress Sock Crew Color: Black	\$
14	Dutyman	Waist belt, Basketweave, Leather, 1 3/4 Color: Black	\$
15		Nylon Duty Belt, 1 3/4 Color: Black	\$
16		Uniform Winter ID waterproof Duty Jacket w/ removable liner Color: Navy	\$
17		Hi Gloss Oxford Dress Shoe Color: Black	\$
18		Leather Dress Shoe Color: Black	\$
19		6' Leather. Slip-on boot Color: Black	\$
20		Workwear Coverall Color: Midnight Navy	\$
21		Pro-formance Trim Poly Ball Cap Color: Navy	\$
22		Class A Uniform Dress Cap with gold band Color: White or Navy	\$
23	Elbeco Top Authority Dress Uniform	Dress Coat, Single-breasted, gold buttons Color: Midnight Navy	\$
24	Stripes/ Braid	Sleeve Braid, 1/2", Vellum, sewn on Class A Coat, Color: Gold	\$
25		Maltese Cross, 3/4, felt, medium gold, sewn on Class A Coat Color: Dark Navy	\$
26	Russell Athletic	Essential 60/40 Performance T-Shirt Color: Oxford	\$
27	Russell Athletic	Essential 60/40 Performance long sleeve T- shirt Color: Oxford	\$

28	Russell Athletic	Dri-Power crewneck Sweatshirt Color: Oxford	\$
29	Russell Athletic	Essential Jersey cotton shorts with pockets Color: Oxford	\$
30	Russell Athletic	Dri-Power closed bottom Sweatpants with pockets. Color: Oxford	\$
31		Work Pullover ¼ zip Color: Navy	\$
32	Workrite	Firewear Shirt- Male Style, long sleeve To include patches, badges, name strip, and Rank insignia Color: Navy	\$
33	Workrite	Firewear Shirt – Female Style, long sleeve To include patches, badges, name strip, and Rank insignia Color: Navy	\$
34	Workrite	Firewear Shirt- Male Style, short sleeve To include patches, badges, name strip, and Rank insignia Color: Navy	\$
35	Workrite	Firewear Shirt – Female Style, short sleeve To include patches, badges, name strip, and Rank insignia Color: Navy	\$
36	Workrite	Firewear Trousers – Male Style Color: Navy	\$
37	Workrite	Firewear Trousers -Female Style Color: Navy	\$
38		CADUCEUS, with EMT insignia Color: Gold	\$
39	Blackinton	Nameplate, Black Letters, Duotone Color: Gold	\$
40	Blackinton	Cutout Letters, 1/2", Large	\$
41	Blackinton	Cutout Letters, 5/16", Small	\$

42	Blackinton	B484 Cap Badge, Gold	\$
43	Blackinton	B532 Shift Badge, Gold	\$
44	Blackinton	B38 Coat Badge, Gold	\$
45	Blackinton	PVT Rank Insignia, Small, CB, Gold	\$
46	Blackinton	PVT Rank Insignia, Large, CB, Gold	\$
47	Blackinton	CPL Rank Insignia, Small, CB, Gold	\$
48	Blackinton	CPL Rank Insignia, Large, CB, Gold	\$
49	Blackinton	SGT Rank Insignia, Small, CB, Gold	\$
50	Blackinton	SGT Rank Insignia, Large, CB, Gold	\$
51	Blackinton	LT Rank Insignia, Small, CB, Gold	\$
52	Blackinton	LT Rank Insignia, Large, CB, Gold	\$
53	Blackinton	LT Rank Insignia, Large, Safety Clutch, Gold	\$
54	Blackinton	CAPT Rank Insignia, Small, CB, Gold	\$
55	Blackinton	CAPT Rank Insignia, Large, CB, Gold	\$
56	Blackinton	CAPT Rank Insignia, Large, Safety Clutch, Gold	\$
57	Blackinton	MAJOR Rank Insignia, Small, CB, Gold	\$
58	Blackinton	MAJOR Rank Insignia, Large, CB, Gold	\$
59	Blackinton	MAJOR Rank Insignia, Large, Safety Clutch, Gold	\$
60		EMT/Paramedic sewn on rocker	\$