



COLLIN COUNTY

Uniforms: Honor Guard

IFB 2017-175

**Jennifer Turner
Jack Hatchell Administration Building
2300 Bloomdale Road, Ste. 3160
McKinney, TX 75071**

**(P) 972-548-4124 (F) 972-548-4694
jturner@collincountytx.gov**

Collin County exclusively uses IonWave Technologies, Inc. ([Collin County eBid](#)) for the notification and dissemination of all solicitations. The receipt of solicitations through any other means may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid/proposal non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other means.

LEGAL NOTICE

By order of the Commissioners' Court of Collin County, Texas, bids will be received by the County Purchasing Agent until **2:00 P.M., Thursday, April 20, 2017** for competitive bids on **Uniforms: Honor Guard (IFB 2017-175)**. Bidders should use unit pricing. Bidders may secure copies of the bidding documents at <https://collincountytx.ionwave.net>. Bids will be opened by the Purchasing Agent in the Purchasing Conference Room, Collin County Administration Building, 2300 Bloomdale Road, Suite 3160, McKinney TX, 75071 on **Thursday, April 20, 2017 at 2:00 P.M.** The Commissioners' Court reserves the right to reject any and all bids.

ATTENTION: CLASSIFIEDS

**BILL TO: ACCOUNT NO 06100315-000
COMMISSIONERS' COURT**

NOTICE TO PUBLISHERS: Please publish in your issue on **Thursday, April 6, 2017 and Thursday, April 13, 2017**. A copy of this notice and the publisher's affidavit must accompany the invoice when presented for payment.

**NEWSPAPER: Plano Star Courier
April 4, 2017**

Collin County, Texas

Bid Information

Bid Owner Jennifer Turner Buyer II
Email jturner@co.collin.tx.us
Phone (972) 548-4124
Fax (972) 548-4694

Bid Number 2017-175
Title Uniforms: Honor Guard
Bid Type IFB
Issue Date 04/04/2017
Close Date 4/20/2017 02:00:00 PM (CT)

Contact Information

Address 2300 Bloomdale Rd.
Ste. 3160
McKinney, TX 75071

Contact Jennifer Turner Buyer II
Department Purchasing
Building Admin. Building
Floor/Room Ste.3160
Telephone (972) 548-4124
Fax (972) 548-4694
Email jturner@co.collin.tx.us

Ship to Information

Address

Contact
Department
Building
Floor/Room
Telephone
Fax
Email

Supplier Information

Company Name _____
Contact Name _____
Address _____

Telephone _____
Fax _____
Email _____

Supplier Notes

The undersigned hereby certifies the foregoing bid submitted by the company listed below hereinafter called "bidder" is the duly authorized agent of said company and the person signing said bid has been duly authorized to execute same. Bidder affirms that they are duly authorized to execute this contract; this company; corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder or other person or persons engaged in the same line of business; and that the contents of this bid as to prices, terms and conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

Signature _____ Date ____ / ____ / ____

Bid Notes

Bid Activities

Bid Messages

Bid Attachments

The following attachments are associated with this opportunity and will need to be retrieved separately

Line	Filename	Description
Header	Legal_Notice_-_1.docx	Legal Notice
Header	General_Instructions_Bid.docx	General Instructions
Header	Terms_of_Contract_Bid.docx	Terms and Contract
Header	Insurance_Requirements.doc	Insurance

Header	Specifications.rtf	Specifications
Header	Attachment A.doc	Attachment A
Header	Attachment B.doc	Attachment B
Header	CIQ-New-2015_(1).pdf	Conflict of Interest
Header	HB23_CIQ_-_Information_Regarding_Conflict_of_Interest_Questionnaire.docx	Information Regarding Conflict of Interest
Header	W-9.pdf	W-9

Bid Attributes

Please review the following and respond where necessary

#	Name	Note	Response
1	Delivery	<p>Delivery will be F.O.B. inside delivery at Collin County designated locations and all transportation charges are to be paid by the supplier to destination.</p> <p>Please state delivery in calendar days from date of order.</p>	_____ (Required)
2	Exceptions	<p>Do you take exceptions to the specifications. If so, by separate attachment, please state your exceptions.</p> <p>Valid Responses: [Please Select], Yes, No</p>	_____ (Required)
3	Insurance	<p>I understand that the insurance requirements of this solicitation are required and a certificate of insurance shall be submitted to the Purchasing department if I am awarded all or a portion of the resulting contract.</p> <p>Please initial.</p>	_____ (Required)
4	Subcontractors	<p>State the business name of all subcontractors and the type of work they will be performing under this contract.</p> <p>If you are fully qualified to self-perform the entire contract, please respond with "Not Applicable-Self Perform".</p>	_____ (Required)
5	Reference No. 1	<p>List a company or governmental agency where these same/like products /services, as stated herein, have been provided.</p> <p>Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.</p>	_____ (Required)
6	Reference No. 2	<p>List a company or governmental agency where these same/like products /services, as stated herein, have been provided.</p> <p>Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.</p>	_____ (Required)
7	Reference No. 3	<p>List a company or governmental agency where these same/like products /services, as stated herein, have been provided.</p> <p>Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.</p>	_____ (Required)

8 Cooperative Contracts

As permitted under Title 8, Chapter 271, Subchapter F, _____ (Required)
Section 271.101 and 271.102 V.T.C.A. and Title 7,
Chapter 791, Subchapter C, Section 791.025, V.T.C.A.,
other local governmental entities may wish to also
participate under the same terms and conditions contained
in this contract. Each entity wishing to participate must
enter into an inter-local agreement with Collin County and
have prior authorization from vendor. If such participation
is authorized, all purchase orders will be issued directly
from and shipped directly to the local governmental entity
requiring supplies/services. Collin County shall not be
held responsible for any orders placed, deliveries made or
payment for supplies/services ordered by these entities.
Each entity reserves the right to determine their
participation in this contract.

Would bidder be willing to allow other local governmental
entities to participate in this contract, if awarded, under the
same terms and conditions?

Valid Responses: [Please Select], Yes, No

9 Preferential Treatment

The County of Collin, as a governmental agency of the _____ (Required)
State of Texas, may not award a contract to a nonresident
bidder unless the nonresident's bid is lower than the
lowest bid submitted by a responsible Texas resident
bidder by the same amount that a Texas resident bidder
would be required to underbid a nonresident bidder to
obtain a comparable contract in the state in which the
nonresident's principal place of business is located
(Government Code, Title 10, V.T.C.A., Chapter 2252,
Subchapter A).

1. Is your principal place of business in the State of
Texas?

2. If your principal place of business is not in Texas, in
which State is your principal place of business?

3. If your principal place of business is not in Texas, does
your state favor resident bidders (bidders in your state) by
some dollar increment or percentage?

4. If your state favors resident bidders, state by what dollar
amount or percentage.

10 Debarment Certification

I certify that neither my company nor an owner or principal _____ (Required)
of my company has been debarred, suspended or
otherwise made ineligible for participation in Federal
Assistance programs under Executive Order 12549,
"Debarment and Suspension," as described in the Federal
Register and Rules and Regulations.

Please initial.

11 Immigration and Reform Act

I declare and affirm that my company is in compliance with _____ (Required)
the Immigration and Reform Act of 1986 and all employees
are legally eligible to work in the United States of America.

I further understand and acknowledge that any
non-compliance with the Immigration and Reform Act of
1986 at any time during the term of this contract will
render the contract voidable by Collin County.

Please initial.

12 Disclosure of Certain Relationships

Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor's affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor.

_____ (Required)

By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

Please send completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071.

Please initial.

13 Disclosure of Interested Parties

Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section.

_____ (Required)

Section 2252.908 applies only to a contract entered into on or after January 1, 2016.

Please initial.

14 Notification Survey

In order to better serve our offerors, the Collin County Purchasing Department is conducting the following survey. We appreciate your time and effort expended to submit your bid. Should you have any questions or require more information please call (972) 548-4165.

_____ (Required)

How did you receive notice of this request?

Valid Responses: [Please Select], Plano Star Courier, Plan Room, Collin County eBid Notification, Collin County Website, Other

15 Bidder Acknowledgement

Bidder acknowledges, understands the specifications, any _____ (Required) and all addenda, and agrees to the bid terms and conditions and can provide the minimum requirements stated herein. Bidder acknowledges they have read the document in its entirety, visited the site, performed investigations and verifications as deemed necessary, is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in Bid submittal resulting from Bidder's failure to do so. Bidder acknowledges the prices submitted in this Bid have been carefully reviewed and are submitted as correct and final. If Bid is accepted, vendor further certifies and agrees to furnish any and all products upon which prices are extended at the price submitted, and upon conditions in the specifications of the Invitation for Bid.

Please initial.

Line Items

#	Qty	UOM	Description	Response
1	20	each	Section I: Honor Guard Uniform - Custom Made Trousers - See Attachment A	\$ _____ (Required) Price
Supplier Notes: _____ _____				
2	20	each	Section I: Honor Guard Uniform - Dress Blouse - See Attachment B	\$ _____ (Required) Price
Supplier Notes: _____ _____				
3	1		Section I: Honor Guard Uniform - Percentage off Catalog Price.	_____ % (Optional) Percentage
Supplier Notes: _____ _____				
4	20	each	Section II: Honor Guard Accessories - Stratton Hat Style F40 Dark Navy	\$ _____ (Required) Price
Supplier Notes: _____ _____				
5	20	each	Section II: Honor Guard Accessories - Stratton Hat Style ST-1P-CL, Single Strap Clarino	\$ _____ (Required) Price
Supplier Notes: _____ _____				
6	20	each	Section II: Honor Guard Accessories - Stratton Hat Style ST-2P-CL, Two Piece Chin Strap	\$ _____ (Required) Price
Supplier Notes: _____ _____				

7	20	each	Section II: Honor Guard Accessories - Sam Brown Belt, Courtland Style 402AC	\$ _____ (Required) Price
Supplier Notes: _____ _____				
8	20	each	Section II: Honor Guard Accessories - Double Mag Holder, Courtland Style MPNYCC	\$ _____ (Required) Price
Supplier Notes: _____ _____				
9	20	each	Section II: Honor Guard Accessories - Safariland Holster Style 295-383-91	\$ _____ (Required) Price
Supplier Notes: _____ _____				
10	20	each	Section II: Honor Guard Accessories - Bates Shoe Style E00941	\$ _____ (Required) Price
Supplier Notes: _____ _____				
11	20	each	Section II: Honor Guard Accessories - Cuff Case Hidden Snap, Clarino	\$ _____ (Required) Price
Supplier Notes: _____ _____				
12	1		Section II: Honor Guard Accessories - Percentage off Catalog Price.	_____% (Optional) Percentage
Supplier Notes: _____ _____				

1.0 GENERAL INSTRUCTIONS

1.0.1 Definitions

1.0.1.1 Bidder: refers to submitter.

1.0.1.2 Vendor/Contractor/Provider: refers to a Successful Bidder/Contractor/Service Provider.

1.0.1.3 Submittal: refers to those documents required to be submitted to Collin County, by a Bidder.

1.0.1.4 IFB: refers to Invitation For Bid.

1.1 If Bidder does not wish to submit an offer at this time, please submit a No Bid.

1.2 Awards shall be made not more than ninety (90) days after the time set for opening of submittals.

1.3 Collin County is always conscious and extremely appreciative of your time and effort in preparing your submittal.

1.4 Collin County exclusively uses ionWave Technologies, Inc. (Collin County eBid) for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other company.

1.5 A bid may not be withdrawn or canceled by the bidder prior to the ninety-first (91st) day following public opening of submittals and only prior to award.

1.6 It is understood that Collin County, Texas reserves the right to accept or reject any and/or all Bids for any or all products and/or services covered in an Invitation For Bid (IFB), and to waive informalities or defects in submittals or to accept such submittals as it shall deem to be in the best interest of Collin County.

1.7 All IFB's submitted in hard copy paper form shall be submitted in a sealed envelope, plainly marked on the outside with the IFB number and name. A hard copy paper form submittal shall be manually signed in ink by a person having the authority to bind the firm in a contract. Submittals shall be mailed or hand delivered to the Collin County Purchasing Department.

1.8 No oral, telegraphic or telephonic submittals will be accepted. IFB's may be submitted in electronic format via Collin County eBid.

1.9 All Invitation For Bids (IFB) submitted electronically via Collin County eBid shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the IFB.

1.10 Time/date stamp clock in Collin County Purchasing Department shall be the official time of receipt for all Invitation for Bids (IFB) submitted in hard copy paper form. IFB's received in the Collin County Purchasing Department after submission deadline shall be considered void and unacceptable. Absolutely no late submittals will be considered. Collin County accepts no responsibility for technical difficulties related to electronic submittals.

1.11 For hard copy paper form submittals, any alterations made prior to opening date and time must be initialed by the signer of the IFB guaranteeing authenticity. Submittals cannot be altered or amended after submission deadline.

1.12 Collin County is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the prices submitted shall not include taxes.

1.13 Any interpretations, corrections and/or changes to an Invitation For Bid, and related Specifications or extensions to the opening/receipt date will be made by addenda to the respective document by the Collin County Purchasing Department. Questions and/or clarification requests must be submitted no later than seven (7) days prior to the opening/receipt date. Those received at a later date may not be addressed prior to the public opening. Sole authority to authorize addenda shall be vested in Collin County Purchasing Agent as entrusted by the Collin County Commissioners' Court. Addenda may be transmitted electronically via Collin County eBid.

1.13.1 Addenda will be transmitted to all that are known to have received a copy of the IFB/RFQ/RFP/RFI/CSP and related Specifications. However, it shall be the sole responsibility of the Bidder/Quoter/Offeror to verify issuance/non-issuance of addenda and to check all avenues of document availability (i.e. **Collin County eBid** <https://collincountytexas.com>, telephoning Purchasing Department directly, etc.) prior to opening/receipt date and time to insure Bidder/Quoter/Offeror's receipt of any addenda issued. Bidder/Quoter/Offeror shall acknowledge receipt of all addenda.

1.14 All materials and services shall be subject to Collin County approval.

1.15 Collin County reserves the right to make award in whole or in part as it deems to be in the best interest of the County.

1.16 Any reference to model/make and/or manufacturer used in specifications is for descriptive purposes only. Products/materials of like quality will be considered.

1.17 Bidders taking exception to the specifications shall do so at their own risk. By offering substitutions, Bidder shall state these exceptions in the section provided in the IFB or by attachment. Exception/substitution, if accepted, must meet or exceed specifications stated therein. Collin County reserves the right to accept or reject any and/or all of the exception(s)/substitution(s) deemed to be in the best interest of the County.

1.19 Minimum Standards for Responsible Prospective Bidders: A prospective Bidder must meet the following minimum requirements:

1.19.1 have adequate financial resources, or the ability to obtain such resources as required;

1.19.2 be able to comply with the required or proposed delivery/completion schedule;

1.19.3 have a satisfactory record of performance;

1.19.4 have a satisfactory record of integrity and ethics;

1.19.5 be otherwise qualified and eligible to receive an award.

Collin County may request documentation and other information sufficient to determine Bidder's ability to meet these minimum standards listed above.

1.20 Vendor shall bear any/all costs associated with its preparation of an IFB.

1.21 Public Information Act: Collin County is governed by the Texas Public Information Act, Chapter 552 of the Texas Government Code. All information submitted by prospective bidders during the bidding process is subject to release under the Act.

1.22 The Bidder shall comply with Commissioners' Court Order No. 2004-167-03-11, County Logo Policy.

1.23 Interlocal Agreement: Successful bidder agrees to extend prices and terms to all entities that has entered into or will enter into joint purchasing interlocal cooperation agreements with Collin County.

1.24 Bid Openings: All bids submitted will be read at the county's regularly scheduled bid opening for the designated project. However, the reading of a bid at bid opening should be not construed as a comment on the responsiveness of such bid or as any indication that the county accepts such bid as responsive.

The county will make a determination as to the responsiveness of bids submitted based upon compliance with all applicable laws, Collin County Purchasing Guidelines, and project documents, including but not limited to the project specifications and contract documents. The county will notify the successful bidder upon award of the contract and, according to state law; all bids received will be available for inspection at that time.

2.0 TERMS OF CONTRACT

2.1 A bid, when properly accepted by Collin County, shall constitute a contract equally binding between the Vendor/Contractor/Provider and Collin County. No different or additional terms will become part of this contract with the exception of a Change Order.

2.2 No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All Amendments and/or Change Orders to the contract will be made in writing by Collin County Purchasing Agent.

2.3 No public official shall have interest in the contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

2.4 The Vendor/Contractor/Provider shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County Employees.

2.5 Design, strength, quality of materials and workmanship must conform to the highest standards of manufacturing and engineering practice.

2.6 Bids must comply with all federal, state, county and local laws concerning the type(s) of product(s)/service(s)/equipment/project(s) contracted for, and the fulfillment of all ADA (Americans with Disabilities Act) requirements.

2.7 All products must be new and unused, unless otherwise specified, in first-class condition and of current manufacture. Obsolete products, including products or any parts not compatible with existing hardware/software configurations will not be accepted.

2.8 Vendor/Contractor/Provider shall provide any and all notices as may be required under the Drug-Free Work Place Act of 1988, 28 CFR Part 67, Subpart F, to its employees and all sub-contractors to insure that Collin County maintains a drug-free work place.

2.9 Vendor/Contractor/Provider shall defend, indemnify and save harmless Collin County and all its officers, agents and employees and all entities, their officers, agents and employees who are participating in this contract from all suits, claims, actions, damages (including personal injury and or property damages), or demands of any character, name and description, (including attorneys' fees, expenses and other defense costs of any nature) brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of Vendor/Contractor/Provider's breach of the contract arising from an award, and/or any negligent act, error, omission or fault of the Vendor/Contractor/Provider, or of any agent, employee, subcontractor or supplier of Vendor/Contractor/Provider in the execution of, or performance under, any contract which may result from an award. Vendor/Contractor/Provider shall pay in full any judgment with costs, including attorneys' fees and expenses which are rendered against Collin County and/or participating entities arising out of such breach, act, error, omission and/or fault.

2.10 Expenses for Enforcement. In the event either Party hereto is required to employ an attorney to enforce the provisions of this Agreement or is required to commence legal proceedings to enforce the provisions hereof, the prevailing Party shall be entitled to recover from the other, reasonable attorney's fees and court costs incurred in connection with such enforcement, including collection.

2.11 If a contract, resulting from a Collin County IFB is for the execution of a public work, the following shall apply:

2.11.1 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Payment Bond if the contract is in excess of \$25,000.00. Such bond shall

be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.11.2 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Performance Bond if the contract is in excess of \$100,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.12 Purchase Order(s) shall be generated by Collin County to the vendor. Collin County will not be responsible for any orders placed/delivered without a valid purchase order number.

2.13 The contract shall remain in effect until any of the following occurs: delivery of product(s) and/or completion and acceptance by Collin County of product(s) and/or service(s), contract expires or is terminated by either party with thirty (30) days written notice prior to cancellation and notice must state therein the reasons for such cancellation. Collin County reserves the right to terminate the contract immediately in the event the Vendor/Contractor/Provider fails to meet delivery or completion schedules, or otherwise perform in accordance with the specifications. Breach of contract or default authorizes the County to purchase elsewhere and charge the full increase in cost and handling to the defaulting Vendor/Contractor/Provider.

2.14 Collin County Purchasing Department shall serve as Contract Administrator or shall supervise agents designated by Collin County.

2.15 All delivery and freight charges (FOB Inside delivery at Collin County designated locations) are to be included as part of the bid price. All components required to render the item complete, installed and operational shall be included in the total bid price. Collin County will pay no additional freight/delivery/installation/setup fees.

2.16 Vendor/Contractor/Provider shall notify the Purchasing Department immediately if delivery/completion schedule cannot be met. If delay is foreseen, the Vendor/Contractor/Provider shall give written notice to the Purchasing Agent. The County has the right to extend delivery/completion time if reason appears valid.

2.17 The title and risk of loss of the product(s) shall not pass to Collin County until Collin County actually receives and takes possession of the product(s) at the point or points of delivery. Collin County shall generate a purchase order(s) to the Vendor/Contractor/Provider and the purchase order number must appear on all itemized invoices.

2.18 Invoices shall be mailed directly to the Collin County Auditor's Office, 2300 Bloomdale Road, Suite 3100, McKinney, Texas 75071. All invoices shall show:

2.18.1 Collin County Purchase Order Number;

2.18.2 Vendor's/Contractor's/Provider's Name, Address and Tax Identification Number;

2.18.3 Detailed breakdown of all charges for the product(s) and/or service(s) including applicable time frames.

2.19 Payment will be made in accordance with V.T.C.A., Government Code, Title 10, Subtitle F, Chapter 2251.

2.20 All warranties shall be stated as required in the Uniform Commercial Code.

2.21 The Vendor/Contractor/Provider and Collin County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

- 2.22 The Vendor/Contractor/Provider agree to protect Collin County from any claims involving infringements of patents and/or copyrights.
- 2.23 The contract will be governed by the laws of the State of Texas. Should any portion of the contract be in conflict with the laws of the State of Texas, the State laws shall invalidate only that portion. The remaining portion of the contract shall remain in effect. The contract is performable in Collin County, Texas.
- 2.24 The Vendor/Contractor/Provider shall not sell, assign, transfer or convey the contract, in whole or in part, without the prior written approval from Collin County.
- 2.25 The apparent silence of any part of the specification as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of the specification shall be made on the basis of this statement.
- 2.26 Vendor/Contractor/Provider shall not fraudulently advertise, publish or otherwise make reference to the existence of a contract between Collin County and Vendor/Contractor/Provider for purposes of solicitation. As exception, Vendor/Contractor/Provider may refer to Collin County as an evaluating reference for purposes of establishing a contract with other entities.
- 2.27 The Vendor/Contractor/Provider understands, acknowledges and agrees that if the Vendor/Contractor/Provider subcontracts with a third party for services and/or material, the primary Vendor/Contractor/Provider (awardee) accepts responsibility for full and prompt payment to the third party. Any dispute between the primary Vendor/Contractor/Provider and the third party, including any payment dispute, will be promptly remedied by the primary vendor. Failure to promptly render a remedy or to make prompt payment to the third party (subcontractor) may result in the withholding of funds from the primary Vendor/Contractor/Provider by Collin County for any payments owed to the third party.
- 2.28 Vendor/Contractor/Provider shall provide Collin County with diagnostic access tools at no additional cost to Collin County, for all Electrical and Mechanical systems, components, etc., procured through this contract.
- 2.29 Criminal History Background Check: If required, ALL individuals may be subject to a criminal history background check performed by the Collin County Homeland Security prior to access being granted to Collin County. Upon request, Vendor/Contractor/Provider shall provide list of individuals to Collin County Purchasing Department within five (5) working days.
- 2.30 Non-Disclosure Agreement: Where applicable, vendor shall be required to sign a non-disclosure agreement acknowledging that all information to be furnished is in all respects confidential in nature, other than information which is in the public domain through other means and that any disclosure or use of same by vendor, except as provided in the contract/agreement, may cause serious harm or damage to Collin County. Therefore, Vendor agrees that Vendor will not use the information furnished for any purpose other than that stated in contract/agreement, and agrees that Vendor will not either directly or indirectly by agent, employee, or representative disclose this information, either in whole or in part, to any third party, except on a need to know basis for the purpose of evaluating any possible transaction. This agreement shall be binding upon Collin County and Vendor, and upon the directors, officers, employees and agents of each.
- 2.31 Vendors/Contractors/Providers must be in compliance with the Immigration and Reform Act of 1986 and all employees specific to this solicitation must be legally eligible to work in the United States of America.
- 2.32 Certification of Eligibility: This provision applies if the anticipated Contract exceeds \$100,000.00 and as it relates to the expenditure of federal grant funds. By submitting a bid or proposal in response to this solicitation, the Bidder certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors. In the event of placement on the list between the time of bid/proposal submission and time of award, the Bidder will notify the Collin County Purchasing Agent. Failure to do so may result in terminating this contract for default.

2.33 Notice to Vendors/Contractors/Providers delivering goods or performing services within the Collin County Detention Facility: The Collin County Detention Facility houses persons who have been charged with and/or convicted of serious criminal offenses. When entering the Detention Facility, you could: (1) hear obscene or graphic language; (2) view partially clothed male inmates; (3) be subjected to verbal abuse or taunting; (4) risk physical altercations or physical contact, which could be minimal or possibly serious; (5) be exposed to communicable or infectious diseases; (6) be temporarily detained or prevented from immediately leaving the Detention Facility in the case of an emergency or “lockdown”; and (7) subjected to a search of your person or property. While the Collin County Sheriff’s Office takes every reasonable precaution to protect the safety of visitors to the Detention Facility, because of the inherently dangerous nature of a Detention Facility and the type of the persons incarcerated therein, please be advised of the possibility of such situations exist and you should carefully consider such risks when entering the Detention Facility. By entering the Collin County Detention Facility, you acknowledge that you are aware of such potential risks and willingly and knowingly choose to enter the Collin County Detention Facility.

2.34 Delays and Extensions of Time when applicable:

2.34.1 If the Vendor/Contractor/Provider is delayed at any time in the commence or progress of the Work by an act or neglect of the Owner or Architect/Engineer, or of an employee of either, or of a separate contractor employed by the Owner, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Vendor/Contractor/Provider's control, or by delay authorized by the Owner pending mediation and arbitration, or by other causes which the Owner or Architect/Engineer determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Owner/Architect may determine.

2.34.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time and could not have been reasonably anticipated, and that the weather conditions had an adverse effect on the scheduled construction.

2.35 Disclosure of Certain Relationships: Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor’s affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor. By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. Please send completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071.

2.36 Disclosure of Interested Parties: Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section. Section 2252.908 applies only to a contract entered into on or after January 1, 2016.

NOTE: All other terms and conditions (i.e. Insurance Requirements, Bond Requirements, etc.) shall be stated in the individual IFB Solicitation documents as Special Terms, Conditions and Specifications.

3.0 INSURANCE REQUIREMENTS

3.1 Before commencing work, the vendor shall be required, at its own expense, to furnish the Collin County Purchasing Agent with certified copies of all insurance certificate(s) indicating the coverage to remain in force throughout the term of this contract.

3.1.1 **Commercial General Liability** insurance including but not limited to the coverage indicated below. Coverage shall not exclude or limit Products/Completed Operations, Contractual Liability, or Cross Liability.

- Each Occurrence: \$1,000,000
- Personal & Adv Injury: \$1,000,000
- Products/Completed Operation: \$2,000,000
- General Aggregate: \$2,000,000

3.1.2 **Workers Compensation** insurance as required by the laws of Texas, and Employers' Liability.

Employers' Liability

- Liability, Each Accident: \$500,000
- Disease-Each Employee: \$500,000
- Disease – Policy Limit: \$500,000

3.1.3 **Commercial Automobile Liability** insurance including owned, non-owned, and hired vehicles used in connection with the contract.

- Combined Single Limit – Each Accident: \$1,000,000

3.2 With reference to the foregoing insurance requirement, the vendor shall endorse applicable insurance policies as follows:

3.2.1 A waiver of subrogation in favor of Collin County, its officials, employees, volunteers and officers shall be provided for General Liability, Commercial Automobile Liability and Workers Compensation..

3.2.2 The vendor's insurance coverage shall name Collin County as additional insured under the General Liability policy.

3.2.3 All insurance policies shall be endorsed to require the insurer to immediately notify Collin County of any decrease in the insurance coverage limits.

3.2.4 All insurance policies shall be endorsed to the effect that Collin County will receive at least thirty (30) days notice prior to cancellation, non-renewal or termination of the policy.

3.2.5 All copies of Certificates of Insurance shall reference the project/contract number.

3.3 All insurance shall be purchased from an insurance company that meets the following requirements:

3.3.1 A financial rating of A-VIII or higher as assigned by the BEST Rating Company or equivalent.

3.4 Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, and shall contain provisions representing and warranting the following:

3.4.1 Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.

3.4.2 Sets forth the notice of cancellation or termination to Collin County.

4.0 SPECIAL CONDITIONS AND SPECIFICATIONS

4.1 Authorization: By order of the Commissioners Court of Collin County, Texas sealed bids will be received for Uniforms: Honor Guard.

4.2 Purpose: It is the intent of the following specifications to describe uniforms and accessories needed by various Collin County Departments. Collin County reserves the right to award the contract by item, section, or as a whole as it deems to be in the best interest of the County

4.3 Term: Provide for a multi-year contract commencing on the date of the award and continuing through and including September 30, 2017. The contract shall be subject to three (3) additional twelve (12) month renewal periods provided there is no change in the terms, conditions, specifications and prices provided that such renewals are mutually agreed to by both parties. In no event shall the term plus renewal exceed four (4) years.

4.4 Funding: Funds for payment have been provided through the Collin County budget approved by the Commissioners' Court for this fiscal year only. State of Texas statutes prohibit the County from any obligation of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current Collin County fiscal year shall be subject to budget approval.

4.5 Price Reduction: If during the life of the contract, the vendor's net prices to its customers for the same product(s) and/or services shall be reduced below the contracted price, it is understood and agreed that the County shall receive such price reduction.

4.6 Price Redetermination: A price redetermination may be considered by Collin County only at the anniversary date of the contract. All requests for price redetermination shall be in written form and shall include documents supporting price redetermination such as Manufacturer's direct cost, postage rates, Railroad Commission rates, Federal/State minimum wage law, Federal/State unemployment taxes, F.I.C.A, Insurance Coverage Rates, etc.. The bidder's past experience of honoring contracts at the bid price will be an important consideration in the evaluation of the lowest and best bid. Collin County reserves the right to accept or reject any/all of the price redetermination as it deems to be in the best interest of the County.

4.7 Approximate Usage: Collin County's estimated annual expenditure on honor guard uniforms is \$25,000.00. Approximate usage does not constitute an order, but only implies the probable quantity the County will use. Uniform items will be ordered on an as-needed basis. Collin County reserves the right to add/delete uniforms as it deems to be in the best interest of the County.

4.8 Evaluation and Award: Award of the contract shall be made to the responsive bidder(s) who submits the lowest and best bid. Collin County

reserves the right to award by item, section or as a whole as deemed to be in the best interest of the County. Past performance as well as bid price and delivery time shall be important considerations in the evaluation of the lowest and best bid. Collin County reserves the right to accept and/or reject any/all of the bids as it deems to be in the best interest of the County.

4.9 Delivery/Completion/Response Time: Vendor shall place product(s) and/or complete services at the County's designated location within thirty (30) calendar days from receipt of order. The bidder shall state in the exception section of their bid any of the uniforms/accessories that may require additional time for delivery. Should the vendor fail to deliver the uniforms/accessories within the specified delivery time, a written notice shall be forwarded to the Collin County Purchasing Department immediately. An extension of time may be allowed for delays beyond the control of the vendor at the discretion of the County.

4.10 Delivery Location: The location for delivery of the uniforms/accessories shall be stated on the Collin Purchase Order. No additional fees shall be paid by the County for delivery.

4.11 Honor Guard Uniforms: See Attachment A and B for specifications.

4.12 Measurements: Vendor shall be responsible for measuring County employees requiring uniforms to ensure a proper fit uniform. Measurements shall take place within 48 hours after notification at no additional cost to the County at a time and place specified by the County. All measurements shall be taken by a qualified representative of the vendor, and it shall be the vendor's responsibility to ensure a proper fit uniform. Improperly fit uniforms shall be replaced within ten (10) days of notification at no additional cost to the County. Vendor shall maintain a record on file of each employee's measurements. Collin County reserves the right to send personnel to vendor's location to have measurements taken and pick up in stock uniforms the same day in order to expedite putting newly hired employees in uniform.

4.13 Substitutions: Collin County shall approve, in writing, any and all substitutions requested by the vendor prior to delivery of items to the County. Successful bidder shall be required to submit the item offered for substitution to the Purchasing Department at no cost to the County. No substitutions shall be delivered to any County department without prior written approval by the County.

4.14 Defects: It is the vendor's responsibility to examine the quality of the uniforms (i.e. stitching, alignment of front shirt closure, fabric flaws, color, etc.) before delivery. Uniform shirts and trousers shall be made in a first class workmanlike manner with all loose threads removed. Defective uniforms due to weak stitching, misalignment of front shirt closure, fabric flaws, color, etc. shall be replaced by vendor at no additional cost to the County.

4.15 Markings: All sizes (i.e. neck size, sleeve length, waist size, inseam length,

jacket size, etc.), care instructions, fabric content, etc. shall be marked with indelible ink on inside collar stand, waist band, etc.

4.16 Sewing of Embroidered patches/emblems: Bidder shall include costs, if any, for sewing the department patches/emblems on uniform shirts and jackets in the prices bid. Successful bidder shall provide embroidered patches/emblems for this purpose. All uniform shirts and jackets shall have one (1) emblem on each sleeve, mounted 1" from top of shoulder seam and centered on the seam. Some uniforms may require a badge emblem sewn over the left breast pocket with the emblem centered on the seam and the bottom of the emblem resting on top of the pocket flap. Any uniforms delivered with embroidered patches/emblems sewn on that do not meet these specifications shall be returned to the vendor for proper application at no additional cost to the County.

4.17 Packaging of Orders: Orders shall be boxed separately by purchase order number for delivery. All delivery tickets shall reference the Collin County Purchase Order Number as directed by the Purchasing Department. Each delivery ticket shall be consistent with the Collin County Purchase Order, and show all items placed on order, items delivered and items back-ordered. All back-ordered/non-delivered items shall be considered as "on order" unless cancelled by the Purchasing Department. Vendor shall keep the Purchasing Department informed of expected delivery of back-ordered merchandise.

4.18 During the term of the contract the County may require additional items not specifically listed in this IFB. Bidder shall provide the catalog and/or list price, the percentage discount off catalog/list price, the amount of the discount in dollars, and the net unit price. The catalog/list price must match the price in the vendors catalog for the item bid.

4.19 **Exceptions: Any exception to standard size uniform, pricing, delivery, etc., shall be listed by the Bidder in the Exception Section.**

4.20 Collin County reserves the right to award the contract by item, section, or as a whole as it deems to be in the best interest of the county.

EMBROIDERED PATCHES/EMBLEMS

4.21 Embroidered patches/emblems: Collin County will also require numerous embroidered patches/emblems to be sewn on county purchased garments described herein. Due to the substantial investment Collin County has in its present uniforms and patches/emblems, all patches/emblems bid shall match existing styles and colors.

4.22 Sewing of Embroidered patches/emblems: Bidder shall include costs, if any, for sewing the department embroidered patches/emblems on uniform shirts and jackets in the prices bid. **Successful bidder shall provide embroidered**

patches/emoles for this purpose. All uniform shirts and jackets shall have one (1) emblem on each sleeve, mounted 1" from top of shoulder seam and centered on the seam. Some uniforms may require a badge emblem sewn over the left breast pocket with the emblem centered on the seam and the bottom of the emblem resting on top of the pocket flap. Any uniforms delivered with embroidered patches/emoles sewn on that do not meet these specifications shall be returned to the vendor for proper application at no additional cost to the County.

4.23 Coloring: Colors of embroidered patches/emoles shall match exactly the embroidered emblems/patches currently in use at Collin County. The colors of the badge patch and the colors of the shoulder patch worn by Sheriff's Office personnel need to be identical. Colors shall be permanent to prevent fading or bleeding. Dye lots of embroidered patches/emoles shall remain consistent throughout the term of the contract.

4.24 Samples: Samples of the various embroidered patches/emoles required by Collin County will be available for viewing in the Collin County Purchasing Department. It is the responsibility of the vendor to view samples prior to bid submittal to determine quality and details of the embroidered patches/emoles the County requires. During the evaluation process, bidders may be requested to provide samples of embroidered patches bid at no additional cost to the County. **Samples should not be included with bids.** Samples shall be available within ten (10) days from a request by Collin County, for County approval.

4.25 Materials: Materials used in the construction of the embroidered patches/emoles shall not fray, peel or unravel. Quality of the materials and workmanship shall be a determining factor in the evaluation of the lowest and best bid.

4.26 Defective Materials: Collin County reserves the right to reject or return and have replaced any embroidered patches/emoles that fade, bleed, fray, peel or unravel, with no cost to the County.

ATTACHMENT A

Honor Guard Trouser Specifications:

SCOPE:

This specification covers the requirements for uniform trousers made from first quality 54% polyester, 45% wool worsted serge fabric for the honor guard for the Collin County Sheriff's Office.

The garments shall be tailor fit according to individual measurements and fittings.

REQUIREMENTS:

First quality 54% polyester, 45% wool worsted serge fabric as detailed in specifications.

The production of the trousers shall be first class in every respect. All material necessary to produce the trousers must be first quality and the garments shall be clean, well finished and pressed.

Trousers in custom made to measure sizes will be required. Custom fit trousers are to be made to individual measurements and fittings. Measurements are to be taken at headquarters.

All garments shall be manufactured in one establishment where sanitary conditions shall prevail. During normal working hours the vendor's plant shall be open for inspection of work by duly authorized representatives of the Collin County Sheriff's Office.

The vendor shall demonstrate that facilities are available for promptly making necessary alterations and adjustments.

SPECIFICATIONS, FABRIC:

Weave – Serge

Weight – 14 – 14 1/2 oz. Per Linear Yard

Fiber Content – 54% Dacron Polyester
45% Wool

Ply of Yarn – 2 Ply Warp and Filling

Tensile Strength – 260 lbs. In Warp Minimum
150 lbs. In Filling Minimum

Construction – 125 Ends Per Inch
80 Picks Per Inch

TROUSER FABRICATION:

MATERIALS: HWC fabric mill, Style #651 Color number 1, 14 – 14 1/2 oz. 54% polyester, 45% wool worsted serge fabric. London cold water shrunk.

STYLE: Modern up to date military patterns shall be used with fitted waistbands and finished hems produced according to individual sizing. The width of the legs shall be proportional to individual inseams and shoe sizes. To be made with two full straight side pockets and two rear pockets. The rear pockets will

have pocket flaps with black plastic 24 ligne buttons. Density of buttonhole is 50 stitches per inch with 4-hole 24 ligne plastic buttons.

POCKETS: Front on seam straight pockets approximately 6 ¼" opening and measuring from the top of the opening to the bottom of the pocket measures approximately 13". The back pocket opening is to be 5 ½" wide and 7" deep. All pockets are to be sewn inside out and turned then top stitched for extra strength. All pocket welts are to be interlined with pellon and then top stitched.

BELT LOOPS: All trousers are to have 7 belt loops 7/8" wide and 2" long. All loops are to have double stitching for extra strength. All loops are to be sewn into waistband at top and then dropped to accommodate a 1 3/4" trouser belt. All loops are to be sewn in such a manner as not to allow raw edges. The base of the loops are to be stitched for extra strength with a minimum of 28 stitches per loop.

POCKETING: To be 2.5 natural drill, poly/cotton twill #230 as manufactured by QST Industries. Blend to be 70% cotton and 30% polyester.

WAISTBAND: Waistband curtain to be black, approximately 3 ¼" wide with 3 rows of snug-tex completely around the interior of the pants and 1 ½" banroll to prevent rolling. Snug tex to extend over the french fly and waistband curtain with snug tex to cover back seam outlet. Top of the waistband to be single needle topstitched at the top and bottom of band for extra strength. Zigzag or chain stitch is not acceptable. Black plastic suspender buttons to be sewn on the inside on the waist band.

FLY: Talon zipper color is to be brass #603 cut and gapped to precise lengths for individual trousers. Zipper slide to be heavy duty self-locking. Zipper tape shall be black all cotton twill style #06-1310. Trouser closure to be crush proof heavy-duty hook and eye style with wide 1 piece French fly and fly button fastening at base of waistband. 2 piece fly and button tab is not acceptable.

STRIPE: Stripe to be 1 1/8" gold #6428-V067 100% polyester with ¾" HWC-1 dark blue sewn on the center of the gold stripe. The stripe shall be sewn on from the bottom of the waistband in front of the pockets.

CONSTRUCTION: All stress points are to be properly bar tacked and closing seams to have #40 polyester cord reinforcing thread for extra strength. Trousers must be properly shaped, the outseams and inseams to be pressed open and flat. All edges will be finished smooth with 15 stitches per inch. There will be no raw edges inside or outside of the trousers. All trousers are to have approximately 5" polyester and cotton crotch reinforcement sewn in, size may vary depending on trouser size. Trousers to be made straight leg with a minimum of a 2 ½" turned up cuff.

CUTTING: Garments are to be cut from computerized patterns utilizing a Lectra or Gerber computerized cutting system. This modern equipment provides and insures the production of extremely precise patterns as well as properly aligned seams for future alterations. In addition to enhancing tailoring of finely proportioned patterns for maximum garment draping qualities and consistent sizing, this equipment makes possible the production of a complete set of individual patterns further assuring continuity in visual effect. To insure uniformity, this dress trousers must be made at the same time that the dress blouse are made.

FITTING: All uniform garments shall be custom made to the measurements taken of the individual. All measurements shall be taken in the presence of an official designated by the Collin County Sheriff's Office. This official shall also be present at the try-on in the baste; shall approve alterations and acceptance of the finished product. Measurements shall be recorded and the Collin County Sheriff's Office representative shall retain one copy until acceptance of the final garment is approved, at which time it will be surrendered upon demand by the contractor. Acceptance or rejection of the garments shall be at the discretion of the above-designated official. One try-on in the baste is required and one alteration permitted. If the uniform is judged to be unacceptable after one alteration, it will be rejected and a new garment shall be produced. A rejected uniform may not be accepted after alteration for any other individual.

CERTIFICATION: Vendor shall be responsible for all requirements, specifications and standards and shall certify compliance with all of the above. All trousers shall be properly sized and delivered clean and well pressed.

LABELING: All trousers are to be custom made for each individual officer, to be produced and filed in CAD Computer System (Computer Aided Design). All trousers are to have a care label permanently affixed, with the department name, officer's name, manufacturer's name, specification, size, date of manufacture also to have a tracking code (bar code), which corresponds to the packing slip and invoice number.

ATTACHMENT B

Honor Guard Dress Blouse Specifications:

SCOPE:

This specification covers the requirements for uniform blouses made from first quality 54% polyester, 45% wool worsted serge fabric for the honor guard for the Collin County Sheriff's Office.

The garments shall be tailor fit according to individual measurements and fittings.

REQUIREMENTS:

First quality 54% polyester, 44% wool worsted serge fabric as detailed in specifications.

The production of the blouse shall be first class in every respect. All material necessary to produce the blouse must be first quality and the garments shall be clean, well finished and pressed.

Blouses in custom made to measure sizes will be required. Custom fit blouses are to be made to individual measurements and fittings. Measurements are to be taken at Headquarters.

All garments shall be manufactured in one establishment where sanitary conditions shall prevail. During normal working hours the vendor's plant shall be open for inspection of work by duly authorized representatives of the Collin County Sheriff's Office.

The vendor shall demonstrate that facilities are available for promptly making necessary alterations and adjustments.

SPECIFICATIONS, FABRIC:

Weave – Serge

Weight – 14– 14 1/2 oz. Per Linear Yard

Fiber Content – 54% Dacron Polyester
45% Wool

Ply of Yarn – 2 Ply Warp and Filling

Tensile Strength – 260 lbs. In Warp Minimum
150 lbs. In Filling Minimum

Construction – 125 Ends Per Inch
80 Picks Per Inch

BLOUSE FABRICATION:

MATERIALS: HWC fabric mill, Style #651 Color number #1, 14 – 14 1/2 oz 54% polyester, 45% wool worsted serge fabric. London cold water shrunk.

STYLE: Five button front, no buttons on cuff, single breasted, choker collar, cut snug at waist, flare in skirt (Sam Browne belt will be worn), double bi-swing back.

Piping: MJ Cahn #6428-v067 gold on “Colonial style cuff, Epaulets, top of collar & down front

COLLAR: Choker collar. The neck shall be secured with a military style metal hook & eye, reinforced with buckram and lined with satin against the neck.

POCKETS: Blouse shall have two upper outside breast pockets with pleats and scalloped flaps. The corners of the pockets shall be slightly rounded. The pleat in each pocket shall be 1 ½” wide. The blouse shall also have two lower outside breast pockets with pleats and scalloped flaps. The blouse shall also be constructed with two inside breast pockets. The pockets shall be 5 ¾” wide by 6 inches deep. The pocket opening shall be neatly piped. Dimensions for breast and lower pockets shall be scaled in accordance with garment size and length. All four pockets will accommodate a metal 24-ligne button. Both chest & hip pocket flaps to be sewn on each edge.

BACK: Shall be constructed with a resilient true double bi-swing to facilitate movement. The opening of both the interior and exterior bi-swing shall start 1 ½” below epaulet seam and extend 1 ½” above waistband. There shall be the placement of a 1 ½” elastic strap inside the lining to provide a true bi-swing.

VENT: None

LINING: Full lining of polyester twill fabric, black in color. Front innercloth shall be the best grade on nonwoven fusible pellow. There shall be no substitute for pellow. Chest and shoulder of coat to be padded with hymo haircloth and felt, to be sewn with two rows of blindstitch including one inch woven bridle tape. The back of the blouse is to be constructed with a biswing that is connected with a one-inch elastic strap.

SLEEVE: The lining shall be the same as the body lining. A Collin County Sheriff’s Office emblem shall be sewn on both sleeves 1 inch below shoulder seam. Emblems shall be supplied by the agency. There shall be a “Colonial” style cuff that will have piping gold fabric #6482-V067 gold.

EPAULETS: Shall be 2 ¼” wide at shoulder seam and tapered to 1 ½”, and the point extending well under the collar. Each epaulet will be cross stitched and button near the collar with a metal 24-ligne button. The epaulets will have piping fabric #6482-V067 gold.

SEAMS: Outside body seams shall be plain. Shoulder seams shall be stayed around armhole with tape from back notch to front notch.

OUTLETS: Side seams – ¾” each side; ¾” in underseam. The turnup at the bottom of the cuff shall be no less than 2 ½”. The turnup at the bottom of the coat shall be no less than 1 ¼”.

BUTTONS: Front closure: five, 36 ligne, metal buttons. Pocket flaps and epaulets: six 24 ligne, metal buttons with the brass TX state seal as manufactured by the Waterbury Button Company.

BADGE TAB: There shall be a self-goods badge holder sewn above the left breast pocket, 2” long and 1” wide, with two brass eyelets and sewn all the way around.

BUTTONHOLES: Shall be a cut first or after type, positioned 1 ½” from edge of coat and finished with separate bartacks.

BELT HOOKS: Front and Rear total of 4

SHOULDER PADS: Shall be ½” thick needle punch type with 100% cotton padding fill.

SEWING THREADS: All sewing threads shall be the best quality nylon, cotton polyester and blends of polyester and cotton as is applicable to specific seams. Manufacturer shall certify that the seams, sewing

threads, tensile strength elongation and number of stitches per inch will withstand the stresses exerted in the performance of the normal duties of a law enforcement officer.

TOP AND EDGE STITCHING: Uniform ¼” double stitching shall be used on all flaps, epaulets, upper pockets, lapel, belts and at hem of blouse.

CUTTING: Garments are to be cut from computerized patterns utilizing a Lectra or Gerber computerized cutting systems. This modern equipment provides and insures the production of extremely precise patterns as well as properly aligned seams for future alterations. In addition to enhancing tailoring of finely proportioned patterns for maximum garment draping qualities and consistent sizing, this equipment makes possible the production of a complete set of individual customized patterns further assuring continuity in visual effect. To insure uniformity, this dress blouse must be made at the same time that the dress trousers are made.

FITTING: All uniform garments shall be custom made to the measurements taken of the individual. All measurements shall be taken in the presence of an official designated by the Collin County Sheriff's Office. This official shall also be present at the try-on in the baste; shall approve alterations and acceptance of the finished product. Measurements shall be recorded and the Collin County Sheriff's Office representative shall retain one copy until acceptance of the final garment is approved, at which time it will be surrendered upon demand by the contractor. Acceptance or rejection of the garments shall be at the discretion of the above-designated official. One try-on in the baste is required and one alteration permitted. If the uniform is judged to be unacceptable after one alteration, it will be rejected and a new garment shall be produced. A rejected uniform may not be accepted after alteration for any other individual.

STANDARDS: Color fastness (carbon – arc type fadometer):

To light: 20 hours, no appreciable change in shade of color.

To dry Cleaning, perspiration and crocking: must meet commercially acceptable minimum standards according to the A.A.T.C.C. test methods (132-1976, 15-1976), class 4 transference of or alteration in color after dry cleaning; perspiration acid and alkeline; as well as wet and dry crocking tests.

The residual sizing, finish, protein or other non-fibrous material, including chloroform soluble and water-soluble material, shall not exceed 2%.

FABRIC ABRASION: Must meet commercially acceptable ratings.

CERTIFICATION: Vendor shall be responsible for all requirements, specifications and standards and shall certify compliance with all of the above. All blouses shall be properly sized and delivered clean and well pressed.

LABELING: All coats are to be custom made for each individual officer, to be produced and filed in CAD Computer System (Computer Aided Design). All coats are to have a care label permanently affixed, with the department name, officer's name, manufacturer's name, specification, size, date of manufacture also to have a tracking code (bar code), which corresponds to the packing slip and invoice number.

INFORMATION REGARDING **CONFLICT OF INTEREST QUESTIONNAIRE**

During the 79th Legislative Session, House Bill 914 was signed into law effective September 1, 2005, which added Chapter 176 to the Texas Local Government Code. Recent changes have been made to Chapter 176 pursuant to HB23, which passed the 84th Legislative Session. Chapter 176 mandates the public disclosure of certain information concerning persons doing business or seeking to do business with Collin County, including family, business, and financial relationships such persons may have with Collin County officers or employees involved in the planning, recommending, selecting and contracting of a vendor for this procurement.

For a copy of Form CIQ and CIS:

http://www.ethics.state.tx.us/filinginfo/conflict_forms.htm

The vendor acknowledges by doing business or seeking to do business with Collin County that he/she has been notified of the requirements under Chapter 176 of the Texas Local Government Code and that he/she is solely responsible for complying with the terms and conditions therein. Furthermore, any individual or business entity seeking to do business with Collin County who does not comply with this practice may risk award consideration of any County contract.

For a listing of current Collin County Officers:

<http://www.collincountytexas.gov/government/Pages/officials.aspx>

The following County employees will be involved in the planning, recommending, selecting, and contracting for the attached procurement:

Department:

James Skinner, Sheriff

Randy Clark, Deputy Chief

Purchasing:

Michalyn Rains – Purchasing Agent, CPPB, CPPO

Sara Hoglund, CPPB – Asst. Purchasing Agent

Jennifer Turner – Buyer II

Commissioners' Court:

Keith Self – County Judge

Susan Fletcher – Commissioner Precinct No. 1

Cheryl Williams – Commissioner Precinct No. 2

Chris Hill – Commissioner Precinct No. 3

Duncan Webb – Commissioner Precinct No. 4

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information in this section is being disclosed.

Name of Officer

This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes

☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes

☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more?

☐ Yes

☐ No

D. Describe each employment or business and family relationship with the local government officer named in this section.

4

Signature of vendor doing business with the governmental entity

Date

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-					
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on www.irs.gov/w9 for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.