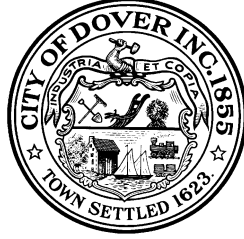


ANN M. LEGERE, CPPB
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City of Dover, New Hampshire
OFFICE OF THE FINANCE DIRECTOR

May 5, 2022

REQUEST FOR BID #B22071
Police Department Clothing

You are cordially invited to submit a bid for **Police Department Clothing** in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a bid.

One (1) copy of the bid shall be submitted in a sealed envelope, plainly marked:

RFB #B22071 - Police Department Clothing
Purchasing/Finance Office
City of Dover
288 Central Ave 2nd Floor
Dover, NH 03820

All proposals/bids must be received by **May 26, 2022 at 3:00 p.m. EST**

LMS/
Attachments

IMPORTANT:

In order to be notified by email for projects associated with your service, visit our web page, <http://www.dover.nh.gov/government/city-operations/finance/bids> proceed to BECOME A VENDOR and add your company to our vendor database (if you have not already done so).

Supplies Code 81 – Police and Fire Equipment and Clothing



CITY OF DOVER

REQUEST FOR BID

| | | | |
|--------------|-----------------------------------|---------|---------------|
| Request Type | Bid | Number: | B22071 |
| Title | Police Department Clothing | | |
| Date | May 5, 2022 | | |

I. INTRODUCTION

The City of Dover is requesting pricing and availability of police department clothing as outlined in the specifications listed.

II. GENERAL REQUIREMENTS

The City of Dover reserves the right to waive any formality, informality, information and/or errors in the proposals submitted and the right to reject any or all proposals at its discretion and to accept the proposal which will be in the best interest of the City; or to purchase on the open market if it is considered in the best interest of the City to do so.

Any questions or inquiries must be submitted in writing, and, in order to be considered, must be received by the Purchasing Agent (l.simmons@dover.nh.gov) no later than seven (7) calendar days before the Request for Proposals due date and time. Any changes to the Request for Proposals will be provided to all Proposers of record.

No Late, Emailed or Faxed proposals will be accepted.

While the City hopes to acquire all the clothing from one (1) vendor, it does reserve the right to split the award between several different vendors if it is financially advantageous to do so. Respondents should submit price quotes with this qualification in mind.

Quantities given are estimates only, vendor is not guaranteed that these exact quantities will be purchased. When supplying a substitute item, please spell out product description and price. Upon request, the City will want to see samples for any substituted item(s) prior to awarding bid.

III. PROJECT REQUIREMENTS

- Pricing must be submitted on the **Attachment C**: Bid Specification Schedule 2022/2023 for ease of comparison.
- **Pricing must also include delivery/shipping costs to the Dover Police Station located at 46 Chestnut Street, Dover, NH. Items will be purchased as needed.**
- **Prices shall hold for one year beginning June 8, 2022.**
- Vendor may be asked to provide samples of items submitted (as equivalent) if they are not familiar to the Police Department.
- No substitutions will be accepted on items listed as **(No Substitution)**.
- Contact information Signature page along with references must also be included in reply.



CITY OF DOVER

REQUEST FOR BID

| | | | |
|--------------|-----------------------------------|---------|---------------|
| Request Type | Bid | Number: | B22071 |
| Title | Police Department Clothing | | |
| Date | May 5, 2022 | | |

IV. INFORMATION AVAILABLE

- Attachment A: General Terms and Conditions
- Attachment B: City of Dover Sample Agreement
- Attachment C: Bid Specification Schedule, 2022/2023

Any exceptions to the terms and conditions of any of the attachments shall be submitted with the proposal in order to be considered.

V. TIMELINE

The award/rates shall begin **June 8, 2022** and remain for one year.

VI. SUBMITTAL REQUIREMENTS (any missing items may result in rejection of the proposal)

Cost Proposal

Please submit costs on Attachment C – Bid Specification Schedule, 2022/2023

References

Recent names and phone number information must be provided for at least three (3) other customers for whom these types of services have been successfully provided.

1. _____
2. _____
3. _____

Exclude and Preclude Russian-Related Purchases

The City shall only purchase from, and or enter agreement with, vendors or suppliers who can, and are willing to, certify that (i) their products do not contain materials or components manufactured by companies, entities, or businesses located in Russia and (ii) that the vendor or supplier is not owned wholly or in part by the Russian government, a Russian agency or political subdivision, a Russian-owned company, a Russian-owned entity, a Russian state enterprise, a Russian-owned business located in Russia, or any other Russian-owned or Russian-controlled interests or subsidiary located in Russia. By responding to this proposal, the vendor and or supplier is providing an affirmative certification to these terms.

Other

The City of Dover supports the concept of purchasing products that are biodegradable, can be or have been recycled, or are environmentally sound. Due consideration will be given to the purchase of such products. If you are bidding on any such products which qualify, please so indicate in a cover sheet by item number and description.



CITY OF DOVER

REQUEST FOR BID

Request Type Bid Number: **B22071**
 Title **Police Department Clothing**
 Date May 5, 2022

VII. SELECTION

Vendor selection will include, but are not limited to the following:

- Experience of the firm and individuals on similar projects
- Approach for completing the orders
- References from like work experiences
- Proposal Costs
- Commitment to Project timeline
- Any other criteria determined appropriate by the City

CONTACT INFORMATION: Proposer must complete the following: By signing this proposal form you are attesting to your awareness and agreement with proposal terms and conditions. I certify that I am authorized to sign this form for the Proposer.

| | | | |
|-----------------------------|--|-------------------------------|----------|
| Official Entity Name | | FOB Information: | Dover NH |
| Address: | | | |
| City, State, Zip | | | |
| Email address: | | State of Incorporation | |
| Date: | | SSN or EIN: | |
| Telephone #: | | Fax #: | |
| Signature: | | Title: | |

We, the undersigned have declined to submit a proposal for:

- Insufficient time to respond*
- We do not offer this product or service*
- Our schedule would not permit us to perform*
- Unable to meet specifications*
- Unable to meet bond requirements*
- Unable to meet insurance requirements*
- Specifications too stringent (explain below)*
- Other*

_____ NO BID



CITY OF DOVER

REQUEST FOR BID

Request Type Bid Number: **B22071**
Title **Police Department Clothing**
Date May 5, 2022

Please cut and affix this label to your sealed bid envelope to identify it as a “SEALED BID”
Be sure to include the name of the company submitting the bid where requested.

| SEALED BID * DO NOT OPEN | |
|--|--------------------------------------|
| Sealed bid #: | B22071 |
| Bid Title: | Police Department Clothing |
| Due Date/Time: | May 26, 2022 at 3:00 p.m. EST |
| Submitted by: | |
| DELIVER TO: | |
| <i>City of Dover Purchasing & Finance Office City of Dover NH City Hall 288 Central Ave 2nd Floor Dover, NH 03820</i> | |

From time to time, addenda may be issued to this bid. Any such addenda will be posted on the same website from which you obtained this bid.

<http://www.dover.nh.gov/government/city-operations/finance/bids/>

Before submitting your bid, you should check our website to download any addenda that may have been issued. Be sure to mark your sealed bid envelope that you have received all addenda.