

LACKAWANNA COUNTY BOARD OF COMMISSIONERS  
REQUEST FOR PROPOSALS  
PROJECT: UNIFORM VENDOR

Issued: November 20 2012

Proposal ID: 325-12-1

**1. INTRODUCTION:**

**NOTICE IS HEREBY GIVEN** that pursuant to a fair and open process, sealed proposals will be received and reviewed by the County of Lackawanna ("COUNTY") as the supplier of all Uniform and components. These uniforms and components will be utilized as a point of purchase for the Lackawanna County Sheriff and Deputy Sheriffs for a period of 2 years.

**2. PURPOSE:**

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

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

Proposal documents and specifications will be available on-line at the County Website: [www.lackawannacounty.org](http://www.lackawannacounty.org)  
Or for pick up starting November 20, 2012 at 10 AM at the following address:

Lackawanna County Commissioner's Office  
200 Adams Avenue, 6th Floor  
Scranton Pennsylvania 18503

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

Board of Commissioners  
c/o Maria Elkins, Chief of Staff  
200 Adams Avenue, 6th Floor  
Scranton Pennsylvania 18503

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

**Submission Deadline:**

Respondents must submit their written proposal by **1:00 p.m.** prevailing time on **Friday, December 14, 2012**

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

**4. PRE-PROPOSAL MEETING:**

There will be an opportunity for prospective Proposers to meet with the County staff for a Question and Answer session:

Date: Friday November 30 2012

Time: 11:00 AM

Location: Commissioner's Conference Room, 200 Adams Ave 6th Fl. Scranton PA 18503

**Non-Mandatory Meeting**

## 5. QUESTIONS:

Questions can be submitted prior to the Pre-Proposal Meeting via email to: [pettinatod@lackawannacounty.org](mailto:pettinatod@lackawannacounty.org)

- \* However, no answers will be provided and/or circulated prior to the Pre-Proposal Meeting.
- \* Questions will be answered by the appropriate individuals and answered within 3 business days via posting on the County website.

**Final questions pertaining to this RFP must be submitted on or before: 12/7/12 3:00 PM**

## 6. SPECIFICATIONS:

See Attachment "A"

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

Unless otherwise specified, any reference to a brand name, model number or other description is made to establish a required level of quality and functional capabilities. Comparable products of other manufactures will be considered if proof of comparability is contained in the proposal. It shall be the responsibility of all proposers, including those whose product is specified, to indicate the brand name and model of the product offered and to furnish complete specifications, catalog pages or other documentation by which the County may evaluated the offer. If proposer cannot match the brand of the product listed, they have the choice to propose another "brand" of equal or better quality. Should proposer choose to quote an alternate brand they must send one sample of each item in their proposal prior to the proposal deadline to the below address at no cost to the County. This does not guarantee your alternate product will be accepted.

Board of Commissioners  
c/o Maria Elkins, Chief of Staff  
200 Adams Avenue, 6th Floor  
Scranton Pennsylvania 18503

Mark package as "SAMPLES" with the proposers name  
and project name on exterior.

If your company is awarded a contract, you must provide the County with one item of each size requested in the proposal for fitting purposes.

## 7. CRITERIA FOR EVALUTION OF PROPOSAL:

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

- \* Experience and reputation with respect to representation of governmental entities.
- \* Knowledge of the subject matter of the services to be provided to the County.
- \* Ability to meet timelines and schedules for completion on an expedited basis as set forth by the Board; Availability to accommodate any required meetings of the Board
- \* Other factors determined to be in best interest of the County in the Board's sole discretion.
- \* The vendor must submit a certified copy of a current financial report of the company.
- \* The vendor shall submit a list of five (5) references, including name of institution, address, and contact person and phone number.

## 8. PROPOSAL:

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

1. Scope of Services/Prior Experience - All submittals must detail the services proposed to be provided

and the firm's experience in providing such services.

2. Personnel – All proposals submitted to the County must include the following:

- \* Name, address, and brief description of your firm;
- \* The names, experience, and qualifications of the individual(s) who would be primarily responsible for performing services on behalf of the County;
- \* A statement of assurance that your firm is not currently in violation of any regulatory rules and regulations that may have any impact on your firm's operations; and
- \* **A statement that your firm or principals are not involved in any current or pending litigation involving Lackawanna County, or any of its Departments or Authorities.**
- \* The vendor's demonstrated experience and expertise in supplying uniforms and components. Experience shall include current and past services provided of similar scope and size, as well as experience of support staff and management.

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

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

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

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

## **11. RESPONSIBILITIES:**

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

- \* Proposers will supply all items from Attachment A" for the 2013 and 2014 calendar years and delivery per the requirements outlined in this RFP and executed contract at agreed upon pricing and lead-times.
- \* Working with the County designated contacts to supply 1 of each item in each size for fitting purposes. These sample items are to be supplied and kept at the County Facility at no charge to County.
- \* Providing the County designated contacts with weekly progress updates, including immediate notification of schedule deviations for all items on order.
- \* Supply County with accurate Invoices referencing County Purchase Order Numbers for all items purchased.
- \* **Provide monthly reports for the life of the contract tracking each Deputy Sheriff's purchase with YTD total.**

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

## **12. CONFIDENTIALITY:**

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

### **Lackawanna County Qualification Base Selection Process**

The statement of qualifications will be evaluated in accordance with the County's Qualifications Base Selection Process. Anyone submitting a statement of qualifications is advised to review that process, which is set forth on the County's website.