TXShare

Your Public Sector Solutions Center

REQUEST FOR PROPOSALS
For
Police and First Responder Uniforms, Gear, and Accessories
2026-078

August 2026

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For
Police and First Responder Uniforms, Gear, and Accessories
RFP # 2026-078

Sealed proposals will be accepted until 2:00 PM CT, September 7, 2026 and then publicly opened and read aloud thereafter.

_____
Legal Name of Proposing Firm

_____ _____
Contact Person for This Proposal Title

_____ _____
Contact Person Telephone Number Contact Person E-Mail Address

_____
Street Address of Principal Place of Business City/State Zip

_____
Mailing Address of Principal Place of Business City/State Zip

_____ _____
Point of Contact for Contract Negotiations Title

_____ _____
Point of Contact Telephone Number Point of Contact Person E-Mail Address

Acknowledgment of Addenda (initial): #1_____ #2 _____ #3 _____ #4 _____ #5 _____

NOTE: Any confidential/proprietary information must be clearly labeled as "confidential/proprietary". All proposals are subject to the Texas Public Information Act.

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SECTION 1: OVERVIEW

1.0 PURPOSE

The North Central Texas Council of Governments ("NCTCOG") seeks an experienced firm or firms to provide police and first responder uniforms and accessories to the NCTCOG SHARE Program. The awarded contracts would be promoted via the SHARE Cooperative Purchasing Program. The purpose of this Request for Proposals ("RFP") is to solicit responses that result in a contract with one or more qualified Vendor(s) that are familiar with providing any or all of these services.

The desired service categories are listed below:

Uniform Product Category #1: Uniform Shirts

Uniform Product Category #2: Uniform Pants

Uniform Product Category #3: Gloves

Uniform Product Category #4: Tactical Gear

Uniform Product Category #5: Overgarments

Uniform Product Category #6: Miscellaneous Uniform Items

Uniform Product Category #7: Uniform Boots and Shoes

Uniform Product Category #8: Alternate Items

Uniform Service Category #9: Uniform Alteration Services**

Uniform Service Category #10: Embroidery Services and Screen Printing**

A comprehensive list of these categories with additional information is found as **Exhibit 4 and Exhibit 5**** of this RFP.

1.0.1 Definitions:

- "RFP" or "solicitation" – this Request for Proposals document;
- "Vendor" - interested business;
- "You" or "Offeror" - vendor responding with a proposal;
- "Contractor" – Offeror awarded a contract;
- "Governmental Entity" – a government agency or non-profit organization;
- "Customer" – a governmental entity.

1.0.2 Outcome

The desired outcome of this RFP is for NCTCOG to enter into a Master Services Agreement ("MSA") with one or more Contractors to supply municipalities, counties, school districts and other governmental agencies ("Customer", "Government Entity") with assistance to obtain the described services from fully licensed vendors authorized to do business in the locations selected on Exhibit 3.

The North Central Texas Council of Governments intends to award Contracts through its TXShare purchasing cooperative to multiple Contractors. Members of TXShare ("Customer" or "Member") will have the option to utilize these contracts to fulfill their needs. The contract award does not guarantee any specific number of sales to any firm awarded under this contract. The goods or services will be provided on an as-

needed basis. There are no scheduled orders at this time, but there is the expectation that needs will arise among the various Customers of the TXShare cooperative. Vendors awarded contracts will be uniquely positioned to market their products to the Customers. Each Customer will negotiate their own orders on an as needed basis.

SECTION 2: TXSHARE COOPERATIVE PURCHASING PROGRAM

2.0 BENEFITS OF A COOPERATIVE PURCHASING PROGRAM

2.0.1 How Does a Cooperative Purchasing Program Work?

A government cooperative purchasing program, such as TXShare, is a cooperative arrangement for acquiring goods or services that involves aggregating the demand of two or more government agencies to obtain a more economical purchase.

Government entities (cities, counties, water districts, school districts, etc.) sign up as members to use cooperative purchasing programs through a cooperative purchasing agreement. Additionally, non-profit organizations are allowed to sign up as members.

2.0.2 How Does a Government Entity Benefit?

Cooperatives help government agencies find the right goods and services that best fits their need and expedite purchases without requiring additional solicitations (RFP or IFB) to comply with laws and regulations.

TXShare uses the North Central Texas Council of Governments ("NCTCOG") as the lead public entity to publicly solicit and award contracts through a Request for Proposal ("RFP") process. TXShare members are eligible to access these contracts by signing an intergovernmental agreement with the NCTCOG, thereby eliminating the need to complete their own RFP process.

Membership in the TXShare cooperative purchasing program provides the agencies with access to contracts for goods and services at pre-negotiated rates or prices. Typically, the entity member then purchases the goods or services by negotiating with the cooperative's awarded vendors and places purchase orders, or enters into sub-agreements, based on the rates or prices listed in the cooperative purchasing program's contracts.

2.0.3 How Does A Vendor Benefit?

A Request for Proposal (RFP) such as this one is a document that competitively solicit bids from potential vendors for goods or services. The lead public entity (NCTCOG) is an independent government entity that carries out the advertising and bid procedures required by state law.

All of TXShare's contracts are competitively bid and publicly awarded through this process. NCTCOG prepares the RFP incorporating the required cooperative purchasing language that allows its entity members across the nation to utilize the awarded contract(s).

Vendors respond to the RFP by submitting their proposals. NCTCOG evaluates the responses and awards a Master Services Agreement for the TXShare cooperative, thus establishing the availability for nationwide use of the resulting contracts.

Vendors who successfully compete in the RFP process and are awarded a contract will market to any public entity or non-profit and can then forgo the RFP process for an individual entity.

When marketing to a customer, the awarded vendor can provide a quote to the customer for its unique needs based on the pricing, terms and conditions of its contracts. For a vendor, being awarded a cooperative contract can help shorten the sales cycles considerably. This is especially beneficial for smaller firms, like startups, that may not otherwise be able to access the government market.

2.0.4 Mutual Benefits

Performing a competitive bidding process typically takes often in excess of 90 days to create the RFP solicitation, collect and evaluate proposals, then negotiate and award the contract. Reducing the amount of time that purchasing staff spend managing new solicitations and generating new contracts, especially for goods or services that don't require too much customization, saves months of administrative time and effort. Reducing the need to respond to every bid process and market directly to the customer saves time and

money as well as is an "ace in the hole" for a vendor when closing the sale on its goods or services covered by a cooperative contract. Smaller governments customers can achieve price-saving advantages from purchasing off a cooperative program with greater purchasing power.

Note: There is no obligation on the part of any Customer to purchase goods or services through the awarded contracts nor is there any guarantee, implied or otherwise, that the awarded contractor(s) will make any sales based on this solicitation.

2.1 NCTCOG OVERVIEW

The North Central Texas Council of Governments is a voluntary association of, by, and for local governments and was established to assist local governments in planning for common needs, cooperating for mutual benefit and coordinating for sound regional development.

NCTCOG serves a 16-entity metropolitan region surrounding the cities of Dallas and Fort Worth. Currently the Council has 236 members, including 16 counties, 168 cities, 23 independent school districts, and 29 special districts. The area of the region is approximately 12,800 square miles, which is larger than nine states, and the population of the region is over 7.0 million, which is larger than 30 states.

NCTCOG's governing structure is as follows: each member government appoints a voting representative from their governing body. These voting representatives make up the General Assembly, which annually elects a 17-member Executive Board. The Board also includes one ex-officio non-voting member of the legislature. The Executive Board is supported by policy development, technical advisory, and study committees, as well as a professional staff.

2.2 TXSHARE PROGRAM EXPLANATION

NCTCOG intends to make the contract awarded from this solicitation available to other public entities through TXShare. By promoting their TXShare contract(s) to public entities, contractors reduce the need to repeatedly respond to public customer bids or requests for proposals. The contractor then realizes substantial efficiencies that will increase sales opportunities. Contractors agree to pay an administrative fee to TXShare calculated as a percentage of sales processed through the TXShare contracts awarded and held by the contractor. This administrative fee is not an added cost to be invoiced by the contractor to TXShare participants. This administrative fee covers the costs of contract marketing and facilitation incurred by TXShare.

Under the TXShare program, any public customer or non-profit can use the TXShare contract and its selected contractor(s) to make purchases necessary to pursue their own needs. Offerors awarded a contract under the TXShare program may offer their services nationwide if they desire to do so. The TXShare contract offers a unique advertising advantage to a contractor to promote its services, as the contract satisfies most public entities' procurement requirements.

2.3 CONTRACT MANAGEMENT AND REPORTING

The contractor will be required to track and report to NCTCOG its TXShare sales activities relating to the master contract. The contractor will be required to provide management reports on a quarterly basis. Examples of management report data include, but are not limited to:

- Participating public customer's name; pricing option chosen; total fee charged. NCTCOG and contractor will agree to form and content of reports after award of contract.

2.4 ADMINISTRATIVE FEE

TXShare will collect an administrative fee, in the form of a percentage of sales, that will apply to all sales between the contractor and public entities using the cooperative program awarded contract. NCTCOG is included as a public entity customer as it may also make purchases through the contract. The administrative fee will be remitted by the contractor to NCTCOG on a quarterly basis, along with required quarterly reporting. The administration fee for this program will be 2.5% of sales.

2.5 INTERLOCAL AGREEMENT

Governmental entities are extended the opportunity to purchase from contracts awarded by the NCTCOG TXShare purchasing cooperative by virtue of an interlocal agreement between the entity and NCTCOG. However, all parties

understand, and all parties hereby expressly agree, that the NCTCOG is not an agent of, partner to or representative of those government entities and that NCTCOG is not obligated or liable for any action or debts that arise out of the government customer's purchase.

2.6 STANDARD TERMS AND CONDITIONS

The NCTCOG Procurement Standard Terms and Conditions can be found at www.nctcog.org in the "Open Solicitations" section, or by clicking here. Proposers shall certify its compliance with these requirements as part of their proposal response by completing the certifications included with the RFP document "Attachments" section. Failure to submit the required certification statement may be grounds for finding the proposal nonresponsive.

SECTION 3: GENERAL INFORMATION

3.0 CONTRACT INTENT

NCTCOG intends to contract with one or more qualified Offeror(s) based upon the qualifications of the Offeror and the categories of goods or services they are able to provide. However, NCTCOG anticipates exploring any viable alternative for providing these goods or services and may decide, after reviewing the proposals submitted, to reject all proposals and not to enter into any agreement.

3.1 ADMINISTRATIVE GUIDANCE

The information provided herein is intended to assist vendors in the preparation of proposals necessary to properly respond to this solicitation. The solicitation is designed to provide interested vendors with sufficient basic information to submit proposals meeting minimum requirements but is not intended to limit a submission's content or to exclude any relevant or essential data there from. You are at liberty and are encouraged to expand upon the specifications to give additional evidence of your ability to provide the services requested in this solicitation.

3.2 ADDENDA

Addenda to this solicitation will be made available to vendors of record by posting the addenda on the Bidnet Direct website. A "vendor of record" is defined as a vendor who has downloaded the solicitation directly from the Bidnet Direct website. It is the vendor's responsibility to check for any addenda that may be issued. You shall acknowledge receipt of addenda by checking the appropriate spaces on the cover sheet of this RFP and submit with their proposal.

3.3 SOLICITATION SCHEDULE

The anticipated schedule for the RFP process is given below. All times indicated are Central Time (CT).

The anticipated schedule is as follows:

RFP Issued	**August 5, 2026**	
Pre-Proposal Conference	**August 17, 2026**	**10:00 AM CT**
Inquiry Period Ends	**August 24, 2026**	**5:00 PM CT**
Proposal Due Date	**September 7, 2026**	**2:00 PM CT**
Planned Contract Award	**October 29, 2026**	

NCTCOG reserves the right to change this schedule at any time.

3.4 PRE-PROPOSAL CONFERENCE

There will be a non-mandatory pre-proposal conference at 10 a.m. CST on Tuesday. August 17**,** via Microsoft Teams. The invitation is as follows:

Microsoft Teams meeting
Join: https://teams.microsoft.com/meet/23765445241639?p=OZ0K15yAPrb6hdgLAH
Meeting ID: 237 654 452 416 39
Passcode: 66L5ce6H

Need help? | System reference
Dial in by phone
+1 903-508-4574,,209480380# United States, Tyler
Find a local number
Phone conference ID: 209 480 380#

3.5 QUESTIONS AND REQUESTS FOR CLARIFICATION (INQUIRY)

Vendors will have the ability to submit questions in writing via the Bidnet Direct by Sovra ("Bidnet Direct") platform until the proposal deadline. However, it is important to note that questions received less than seven (7) days prior to the proposal due date may not be answered in a timely manner. Vendor-specific questions about the process will often be answered directly. However, substantive questions that are not properly addressed in the solicitation information will be properly published to all vendors as an addendum or "Question & Answer"

document. Proposers are responsible for reviewing the Bidnet Direct website for any updates related to this RFP prior to the closing date.

3.6 PROPOSAL SUBMISSION

The NCTCOG utilizes Bidnet Direct by Sovra ("Bidnet Direct") as the central eProcurement portal for all formal procurement opportunities. In order to respond to this RFP, as well as receive notifications, updates, addenda, and other information regarding this solicitation, NCTCOG requires that Respondents be registered with Bidnet Direct.

Registration with Bidnet Direct is free and allows Respondents to view all of the NCTCOG's active procurement solicitations. The landing page for this project is found here.

Electronic submission of proposals shall be made in English, in searchable PDF format, and must be uploaded via Bidnet Direct no later than 2:00 P.M. (Central Time) September 7, 2026.

It is the responsibility of the respondent(s) to ensure that the proposals are received at the NCTCOG address as described above by the designated due date and time. NCTCOG assumes no responsibility for delays caused by postage, mail courier, email, package misdirection or any other form of delivery. Late proposals will be not be opened nor considered in the evaluation of the proposal. Proposals may be withdrawn at any time prior to the submittal deadline, but they may not be withdrawn after the official opening.

Proposals received will be publicly opened after the response submission deadline on Bidnet Direct. Only the names of the vendor submitting the proposal will be read aloud. No other information will be disclosed at that time.

Proposal information is restricted and not publicly available until after award of a contract. All documents associated with the proposal submitted, unless the respondent indicates a portion of the proposal is proprietary, may be subject to public inspection in accordance with the Public Information Act. All information obtained in the course of this solicitation will become property of NCTCOG.

NOTE: Any confidential/proprietary information must be clearly labeled as "confidential/proprietary". All proposals are subject to the Texas Public Information Act.

3.7 PUBLIC OPENING

The public opening for this RFP will be conducted beginning approximately 2:05 PM CT on the date proposal submissions are due. The opening meeting will be held virtually via Microsoft Teams and will be recorded. Please note that a large volume of proposals may result in a lengthy opening process. Meeting access information and the Teams meeting invite will be posted to Bidnet Direct prior to the date of the public opening. Only the names of the Offerors submitting a proposal will be read aloud. No other information will be disclosed at the time of opening.

Proposal information is restricted and not publicly available until after award of a contract. All documents associated with the proposal submitted, unless the Offeror indicates a portion of the proposal is proprietary, may be subject to public inspection in accordance with the Texas Public Information Act. Any part of the proposal that you desire to declare as confidential information must be noted as such where the information is found in the proposal. Claims of confidentiality are subject to the opinion of the Texas Office of the Attorney General, should NCTCOG receive an open records request. All information obtained during this solicitation will become property of NCTCOG.

The opening will be on Microsoft Teams as follows:

Microsoft Teams meeting
Join: https://teams.microsoft.com/meet/240336758180209?p=sbM41QDBoCJjazGHui
Meeting ID: 240 336 758 180 209
Passcode: U4Kg2YU7

Need help? | System reference
Dial in by phone

+1 903-508-4574,,492004571# United States, Tyler
Find a local number
Phone conference ID: 492 004 571#

SECTION 4: EVALUATION AND AWARD

4.0 TIME FOR EVALUATION

Unless stated otherwise elsewhere in this Request for Proposals, all proposals of qualification submitted shall remain valid for a minimum of 90 calendar days after the due date to allow adequate time for evaluation and award.

4.1 EVALUATION PROCESS

All submissions in response to this solicitation will be evaluated in a manner consistent with the NCTCOG and all applicable rules and policies.

A proposal review committee will be assembled to perform the evaluations. In the initial phase of the evaluation process, the evaluation committee will review all proposals that have been received before the solicitation due date. Nonresponsive submissions (those not conforming to the solicitation requirements) will be eliminated. Each respondent bears sole responsibility for the items included or not included in the response submitted by that respondent. NCTCOG reserves the right to disqualify any submission that includes significant deviations or exceptions to the terms, conditions, and/or specifications in this solicitation.

The NCTCOG reserves the right to reject any and all submittals and to waive any informality in submittals received, deemed to be in the best interest of the NCTCOG.

4.2 BAFO AND CLARIFICATION REQUESTS

Once proposals have been submitted, the NCTCOG evaluates the proposals and determines which of those are determined to be reasonably qualified for award. Those so determined will be reviewed and scored. Clarification requests may be requested of firms where clarifying information is necessary to better understand meaning of any part of a bid submission. Best and final offers ("BAFO") for those reasonably qualified may be obtained by allowing the submission of a BAFO before the final decision is made to award a contract.

NCTCOG reserves the right to be the sole judge as to the overall acceptability of any submission or to judge the individual merits of specific provisions within competing offers.

4.3 ORAL PRESENTATIONS

NCTCOG reserves the right to require a presentation by the firm to supplement their written submission. These presentations will be scheduled, if required, after Proposals are received and prior to the award of the Contract.

4.4 AWARD OF THE CONTRACT

Upon completion of the evaluation process, NCTCOG may award the contracts to one or more respondent(s) whose submission is determined to be the most advantageous to NCTCOG.

4.5 PROPOSAL EVALUATION CRITERIA

The criteria to be used to evaluate submissions are as follows:

Pass/Fail Criteria	Description	Percentage Points
Key Personnel	Points will be awarded on a pass/fail basis for the clear inclusion of the required components of ***Key Personnel*** information, as outlined in greater detail in **Section 6.0**.	Pass/Fail – 5%
References	Points will be awarded on a pass/fail basis for the clear inclusion of the required information regarding ***References***, as outlined in greater detail in **Section 6.0**.	Pass/Fail - 5%
Weighted Scoring Criteria		**Weighted Maximum Percentage Points**
Project-Related Experience and Qualifications	Points will be awarded based on the clear inclusion and quality of response of response regarding the required information regarding ***Project-Related Experience and Qualifications***, as outlined in greater detail in **Section 6.0**.	20%
Technical Proposal	Points will be awarded based on the clear inclusion and quality of response regarding the required details of the ***Technical Proposal***, as outlined in greater detail in **Section 6.0**.	50%
Proposal Pricing	Points will be awarded based on responses to ***Exhibit 1 - Pricing***, as outlined in greater detail in **Section 6.0**.	20%
TOTAL POSSIBLE PERCENTAGE POINTS		***100%***

SECTION 5: SPECIFICATIONS

5.0 SCOPE OF WORK

The primary intent of this RFP is to receive proposals for the selection of a vendor(s) to provide catalog contracts offering police and first responder uniforms and accessories to be hosted on the TXShare Cooperative Purchasing Program. Under the TXShare program, any public entity or non-profit can use the TXShare contract and its selected vendor(s) and pricing to pursue their own projects. Vendors awarded a contract under the TXShare Program may offer their products and services nationwide if they desire to do so. This offers a unique advertising advantage to vendors to promote their services, as the vendor's prices are competitively bid under a cooperative contract.

The desired outcome of this RFP is to capture category discount pricing contracts awarded to retain a vendor or vendors to supply municipalities, counties, school districts and the like with police and first responder uniforms and accessories. NCTCOG is seeking responses from respondents who provide these products and related services and ask that they propose a percent discount from list price for the services they are able to provide.

Vendor may propose any combination of categories and are not required to bid all services requested in this RFP.

To be under consideration for an award of a TXSHARE contract, you **do not** have to propose to service all Fifty (50) States of the United States of America, nor do you have to propose to service the entire State of Texas. The TXSHARE Cooperative Purchasing Program requests that respondents specify on the service area designation forms, and in their proposal, the service areas that they are willing and able to provide goods and services to. During the evaluation process, your responses to the service area designation forms **will not** be taken into consideration when determining the quality of your proposal.

Service area designation forms are found on **Exhibit 3**.

Respondents should prepare a proposal that describes the services that they are proposing to provide. Proposals must demonstrate the respondent's capability to provide **all or part** of the requested services. A Respondent's proposal will be evaluated only for the services that they propose. For example, a respondent that proposes only to provide uniforms and accessories may be awarded a contract solely for those services

NCTCOG reserves the right to select the proposal or proposals offering the most advantageous combination, with price and other evaluation criteria considered. Respondent should answer all questions related to each item on which Respondent wishes to propose, and either leave the questions for other items unanswered (blank) or indicate "No Bid." The NCTCOG will consider items individually and make awards on each item independently.

5.1 CONTRACT TYPE

This is a "sealed proposal" based on discount off price list and may contain a not-to-exceed hourly labor rate. All discount percentages shall remain firm for the duration of the contract. Vendor may submit updated pricelists reflecting market-wide price increase that occur during the term of contract, and shall provide upon request such supporting documentation as TXSHARE may require. In the event of price decreases, such price decreases shall be allowed for all products. A copy of, or link to, the vendor's pricelist must be submitted with the Proposal.

By signing this Proposal, the Respondent certifies that the proposing entity has obtained, and will continue to maintain during the entire term of this contract, all permits, approvals, or licenses, necessary for lawful performance of its obligations under this contract.

5.2 CONTRACT TERM

Any contract resulting from this RFP shall be effective for **12 months** from the date of award with an option to renew for up to four (4) additional one (1) year terms, not to exceed (5) years in total. To exercise this option, the NCTCOG shall serve notice prior to contract maturation.

5.3 WARRANTY/GUARANTY

5.3.1 All work under this agreement shall be free from improper workmanship. Vendor agrees to correct, without cost to the Entity, such work as may be found improper, and to repair all damage caused to the other materials.

5.3.2 Warranty shall be made to cover a period of sixty (60) days from the date of completion, as evidenced by final payment and acceptance by the Entity.

5.3.3 All repair work under this warranty shall be done within 30 (30) business days after written notice is given by the Entity. Should the vendor fail to repair or correct such defective work within thirty (30) days of notification, Entity may have necessary repairs made and charge the vendor actual cost of labor and materials.

5.4 PRICING

Pricing is to be submitted in two methods. These are included as additional spreadsheets on the Bidnet dashboard for RFP 2026-078. (RFP 2026-078 Pricing Spreadsheet and the RFP 2026-078 Market Basket)

Respondents should furnish a proposal that specifies pricing for the services they propose, noting any discounts or exceptions from their standard pricelist.

For ease of review, PDF format is the preferred format for all documents submitted.

Respondent will not include freight, transportation and delivery charges or costs or sales tax in Proposal pricing.

FOR EVALUATION PURPOSES ONLY: Respondents are asked to fill out and return a copy of the Sample Market Basket Pricing Form, included in this RFP package. This item is used to evaluate a Respondent's 'best value' as opposed to raw percentage discounts. This item will not be considered or used beyond evaluation purposes. This item is used to evaluate actual value of a Respondent's proposal beyond a percentage discount. Respondents are not required to fill out the entirety of the form – e.g., if a Respondent does not offer all of the items listed, they are asked to only fill out those that they do provide.

Responses are encouraged from vendors who can only provide a handful of services. Respondents are not expected to be able to provide the entirety of the desired goods, though are welcome to if they are able!

5.5 NEW SERVICES

New services may be added to the resulting Contract(s) during the term of the Contract by written amendment, to the extent that those Services are within the scope of this RFP and include, but will not be limited to, services which reflect new technology and improved functionality. All requests are subject to review and approval of the NCTCOG.

5.6 ALL OR NOTHING AWARD

"All or nothing" Proposals are not acceptable and will be rejected. Respondent must be willing to accept a partial award for any combination of the services proposed, and must be willing to share the business with any other successful Respondents.

The NCTCOG may award contracts to multiple Respondents supplying comparable services, also known as a multiple award schedule, or award the contract to a single Respondent.
The NCTCOG's decision to make multiple awards or a single award will be based upon its sole discretion regarding the type of award that provides best value.

Vendors may propose any combination of categories. Responses are encouraged from vendors who can only provide a handful of products and services. Respondents are not expected to be able to provide the entirety of the desired goods requested in this RFP, though are welcome to if they are able!

To be under consideration for an award of a TXShare contract, you **do not** have to propose to service the entire State of Texas, nor do you have to propose to service all Fifty (50) States of the United States of America. The TXShare Cooperative Purchasing Program requests that respondents specify on the service area designation forms, and in their proposal, the service areas that they are willing and able to provide goods and services to. During the evaluation process, your responses to the service area designation forms **will not** be taken into consideration when determining the quality of your proposal.

Service area designation forms are found on **Exhibit 3**.

Respondents should prepare a proposal that describes the products and services that they are proposing to provide. Proposals must demonstrate the respondent's capability to provide **all or part** of the requested services.
A Respondent's proposal will be evaluated only for the products and services that they propose.

NCTCOG reserves the right to select the proposal or proposals offering the most advantageous combination, with price and other evaluation criteria considered. Respondent should furnish pricing related to each item on which Respondent wishes to propose, and either leave the questions for other items unanswered (blank) or indicate "No Bid." The NCTCOG will consider items individually and make awards on each item independently.

5.1 OTHER REQUIREMENTS

5.1.1 Objectives.

The Master Agreement awarded for TXShare may cover a variety of services. Each Customer that selects to utilize the Master Agreement will negotiate the specific services it needs into a Supplemental Agreement with a customized SOW for that Customer. All proposals must be made based on, and either meet or exceed, the requirements contained herein.

5.1.2 Service Area.

In preparing a proposal, you will designate what geographic region(s) will be served. You must specify, on the service area designation forms included with their proposal, the service areas that they are willing and able to provide goods and services to. A vendor does not have to propose to service the entire State of Texas, nor have to propose to service all fifty (50) states, to be considered for an award of a TXShare contract.

Service area designation forms are found in **Exhibit 3**.

5.1.3 Service Category Offer.

You should prepare a proposal that describes in detail the goods or services that you are proposing to provide. Proposals must demonstrate your capability to provide all or part of the requested services. A proposal will be evaluated only for the services it proposes.

5.2 CONTRACT TYPE

If awarded, your proposal will result in a fixed price contract based on submitted pricing you propose. It is at your discretion to propose either unit pricing or a percentage discount off the list price for the goods or services you wish to offer. It is generally recommended that you propose a discount, however.

By signing this proposal, you certify that you have obtained and will continue to maintain during the entire term of this contract, all permits, approvals, or licenses, necessary for lawful performance of its obligations under this contract.

5.3 CONTRACT TERM

A contract resulting from this RFP shall be effective for 24 months from the date of award. This contract will automatically renew for up to three (3) additional one-year periods, not to exceed five (5) years in total, unless earlier terminated as provided herein. NCTCOG reserves the right not to renew at its discretion.

5.4 WARRANTY/GUARANTEE

Please state in your proposal what warranty or guarantee may apply to the goods or services you are proposing.

5.5 CATALOGS

Responding Offerors are requested to submit a proposal that will contain a schedule of goods or services line that would qualify under one or more of the Categories stated in Section 5.0 of these specifications. This schedule is commonly referred to as a "catalog".

Catalogs contain a range of items that are published in either an electronic or hard copy form and are modified from time to time to reflect internal and external changes in the vendor's marketplace. It is at the vendor's discretion to propose any limitations of the goods or services offered. A good or service offered must be listed in the catalog to be eligible for sale through a Category of the awarded contract.

Catalogs are to be submitted with the proposal and may be provided electronically using either a PDF document or web link. Use a spreadsheet or a searchable document containing the pricing information. A physically delivered hard copy of the catalog is NOT acceptable.

Catalogs may be priced with a percentage discount or a fixed unit price. Pricing may be one or multiple tiers of varying discounts based on purchase quantity.

5.6 QUALITY

It is expected that you have knowledge of all applicable industry standards, laws, and regulations and possess an ability to market and distribute the goods or services to members of the cooperative.

1. Safety Requirements
    a. All items proposed must comply with current applicable safety or regulatory standards or codes.
2. Deviation from Industry Standard
    a. Deviations from industry standards must be identified with an explanation of how the equipment, products, and services will provide equivalent function, coverage, performance, and/or related services.
3. New Equipment and Products
    a. Proposed equipment and products must be for new, current models; however, Proposer may offer certain close-out or refurbished equipment or products if it is specifically noted in the Pricing proposal.
4. Delivered and operational
    a. Unless clearly noted in the Proposal, equipment and products must be delivered to the Member as operational.

5.7 NEW GOODS AND SERVICES

New goods and services may be added to the resulting contract(s) during the term of the contract by written amendment, to the extent that those goods or services are within the scope of this RFP and include, but will not be limited to, new services added to the manufacturer's list offerings, and services which reflect new technology and improved functionality. Service Categories or individual items of a fixed price nature are subject to review and approval of the NCTCOG before addition to the contract. Individual items added to catalog awards do not require prior approval of the NCTCOG.

5.8 ALL OR NOTHING AWARD

"All or nothing" proposals are not acceptable and will be rejected. You must be willing to accept a partial award for any combination of the Categories proposed at the discretion of the NCTCOG.

The NCTCOG may award contracts to multiple Offerors supplying comparable goods or services, also known as a multiple award schedule, or award the contract to a single vendor. The NCTCOG's decision to make multiple awards or a single award will be based upon its sole discretion regarding the type of award that provides best value.

5.9 PRICING

When preparing your pricing, you should furnish pricing for each Category proposed and state "No Bid" for any Categories or sub-Categories you will not offer. NCTCOG will consider Categories individually and may make awards on each Category independently. NCTCOG reserves the right to select the proposal or proposals offering the most advantageous combination, with price and other evaluation criteria considered.

NOTE: The final negotiated pricing (or discount) will be incorporated into the Master Services Agreement with the awarded vendor(s). The pricing information provided in your proposal will be public information and will not be accepted marked as proprietary or confidential.

5.9.1 Catalog Pricing

There are two types of pricing that may be proposed for your catalog:

- Discount – Responding Offerors are requested to submit a proposal that will contain specific goods or services that would qualify under the Categories listed. A minimum percentage discount is to be stated for each Category. This is commonly referred to as "discount pricing". This is the recommended method.

  The catalog offering a percentage discount should identify which Category of goods or services are covered by the catalog and the corresponding minimum percentage discounts that apply. The discounts may be broken

down by category and quantity, as well as by subcategory or tier (to the extent of the proposer's choosing). The Proposer may be creative in the percentage tier discounts to the extent deemed appropriate.

A link to the schedule of list pricing for all catalog items must be provided with the initial contract during execution, and whenever the list pricing is updated. By providing the current list pricing, a potential Customer can determine the maximum cost for each item by multiplying the contractually awarded minimum percentage discount times the current published list price. The current published list price will be posted on the awarded Contractor's landing page on the TXShare website.

Changes to a percentage discount catalog that add, modify, or delete items during the term of the contract are allowed at any time and without prior approval by NCTCOG. However, the minimum percentage discount list price is fixed and may only change through execution of a contract amendment. The awarded Contractor however does have the option to allow a greater percentage discount when negotiating a purchase with the Customer.

A discount percentage off of list is considered to be a minimum discount, so the awarded Contractor is free to offer greater percentage discounts to a Customer as part of a purchase negotiation. A zero discount off catalog proposal is acceptable but may put the Contractor at a disadvantage when the Customer is comparing prices among competing Contractors. The Contractor may lower the unit price or increase the minimum discount percentage to be more competitive in a particular situation.

It is recommended that when offering a wide variety of goods and services that you propose a catalog percentage discount for all items in that Category (except any specific items specifically stated as excluded). Discount pricing also negates the need for submitting a request to amend unit prices every time there is a price increase for the good or service, as the contract will be awarded for the percentage discount and not for a specific unit price.

Any goods or services that <u>are not</u> specifically listed in the awarded Category catalog is ineligible to be sold under the contract except under Category "Optional Ancillary Goods and Services". These "goods or services not specifically listed" items, which are priced at a discount off of list price, may be only sold in companion with other goods and services specifically stated in the catalog under one of the other Categories. Goods or services that <u>are</u> listed under any Category, including Optional Ancillary Goods and Services, may be sold as stand-alone items.

Note: As previously stated, percentage discounts from list price are allowed but a markup percentage from cost is <u>not</u>, as this method is not allowable for purchases made via Federal grant money. Prices stated as a markup from cost are a cause for disqualification of those portions of your proposal.

Note: You may stipulate different discounts off different products or types of service (subcategories) within each Category, provided you clearly indicates how the different discounts apply to which goods or service subcategories.

- <u>Unit Pricing</u> - Responding Offerors are requested to submit a proposal that will contain specific stated goods or services that would qualify under the Category. Each item on the schedule has a stated fixed price per unit. This is commonly referred to as "unit pricing". All items offered should identify which Category of goods or services they are being offered under and a detailed schedule should be prepared listing the product item description, packaging size, unit of measure, and unit price.

  Changes may not be made to a unit pricing catalog to add, modify or delete items or to the unit pricing itself without execution of a written contract amendment. Therefore, any changes to the catalog goods or services that the Contractor desires must be submitted in writing to NCTCOG. Unit prices may only be increased by written request and may be subject to acceptance by the NCTCOG through execution of a contract amendment.

Any good or service not specifically listed on the awarded unit price catalog is ineligible under the contract except under Category "Optional Ancillary Goods and Services". These optional items, which are priced as a discount off of list price, may be only sold in companion with other scheduled goods and services specifically stated in the catalog under one of the other Categories. The total dollar value of these Optional Goods and Services category items may not exceed 25% of the order to be placed.

5.9.2 General Proposal Information

You must clearly identify which Category your pricing submittal applies to.

You have the option (but are not required) to propose ancillary optional goods or services. Examples are similar product lines, inside delivery, set up, installation, maintenance agreements, travel costs, and other similar goods and services that are not specifically covered by any of the other PRICING CATEGORIES listed in the RFP. Please provide adequate information explaining what the ancillary good or service consists of.

Any good and or service that your business sells, and reasonably meets one of the category descriptions of this RFP, may be proposed. However, they all require pricing by either unit price or discount from list in the proposal. The list pricing may be by a schedule attached to your proposal or by a weblink to your business catalog. The pricing information, including link, are to be attached to the Price Sheet included in this RFP.

NOTE: Only goods or services categories that have pricing submitted in the proposal (either by unit cost or percentage discount off of list) are eligible for purchase through a contract award. You may propose pricing in a manner that works best for you to prepare your customized quotes to customers, but the pricing must be stated in such a manner that must be capable of audit by the customer.

- For example, if you propose a discount off list, then your current list price card for the items proposed must be made available so that the customer can calculate the contract price. Such would mean if you were proposing "10% discount off list price of tables", then you must provide with your proposal the current list price for tables offered under the contract.

5.9.3 Exhibit 1 Categories Offered – All bidders must complete this form to indicate which categories whey are offering in their proposal. Check the appropriate box. If you are offering an "Other Ancillary Good or Service", you must list those goods and services under this Category in order for the goods or services to be considered for award. Failure by the responding vendor to submit the clarifications by the deadline requested may result in disqualification of the proposal.

Note that not all RFPs will contain an Exhibit Price Sheet.

5.9.4 Market Basket - For Evaluation Purposes Only (If Required).

FOR EVALUATION PURPOSES ONLY: Respondents are asked to fill out and return a copy of the Sample Market Basket Pricing Form, included as **Exhibit 2** in this RFP package. This item is used to evaluate a Respondent's 'best value' as opposed to raw percentage discounts, and is what is used to score your proposed pricing. This item will not be considered or used beyond evaluation purposes. Respondents are not required to fill out the entirety of the form – e.g., if a Respondent does not offer all of the items listed, they are asked to only fill out those that they do provide.

Responses are encouraged from vendors who can only provide a handful of products. Respondents are not expected to be able to provide the entirety of the desired goods, though are welcome to if they are able!

5.9.5 Price Escalation/De-escalation.

The unit pricing (or discount percentage) proposed by the Offeror shall be of a fixed price nature for the first six (6) months of the contract. Escalation requests may be made no more than every ninety (90) days and are subject to mutual written amendment to the contract between NCTCOG and the contractor. It is the

responsibility of the contractor to petition NCTCOG changes to the pricing structure. The awarded contractor must provide upon request such supporting documentation as TXShare may require that justifies the requested price escalation.

A price change (based on the Bureau of Labor Statistics, Consumer Price Index escalation) may be considered. Price changes may not exceed the most recent 12-month CPI-U table. Request for increases must be submitted in writing for consideration. Should the price change be granted and the NCTCOG accepts, a written amendment will be executed.

Price decreases (or discount percentage increase) may be made at any time and without written agreement. Further, the awarded vendor may negotiate more favorable pricing terms with the individual customer based on quantity or other conditions of purchase without seeking approval from NCTCOG. Change to unit prices in a contract must be approved via mutual execution of an amendment to the contract. In the event of price decreases, an executed amendment is not required. If applicable, a copy of, or link to, the vendor's current pricelist should be submitted with the Proposal.

5.9.6 Sales Tax & Freight.

Do not include sales tax in proposal pricing. Nearly all Customers will be tax exempt. Freight/shipping cost should be addressed in your pricing. There is full flexibility on the vendor's behalf as to whether these costs are included in the price, or an additional charge to be determined at the time of the negotiation between the Contractor and Customer. However, this must be stated up front at the time of the submission of the proposal. Failure to state the method in the proposal will result in a default assumption of "additional charge" for freight/shipping costs when evaluating the proposal.

SECTION 6: HOW TO SUBMIT YOUR PROPOSAL

6.0 INSTRUCTIONS FOR RESPONDENTS

Please provide a written response regarding ability to meet each requirement as outlined in the Specifications (Section 5). Include any additional pertinent information on how your proposed solution meets each requirement. Provide any pertinent additional functionality and/or services not outlined in the Scope of Work that you wish to offer.

Important Note: Your proposal must consist of your responses to the Required Response Information outlined below and completed Attachments I-X.

Required Response Information

Each section of information should be ***clearly defined*** using the following section or heading titles:

Certificate of Offeror and Statement of Understanding

The initial submission pages of your proposal will consist of:

1. Addenda acknowledgement and signature of authorized representative (page 1 of this solicitation document)
2. A brief statement of the respondent's understanding of the work to be done or desired deliverables requested in the solicitation.

Key Personnel

If applicable in providing services under this contract, attach statements of qualifications or resumes for all **managers, supervisors,** and **other team members** who will be involved in the management of the delivery of goods or services under this RFP. Please reference which staff possess the requested security certificates referenced in Section 5.0 and Exhibit 1.

References

Include at least four (4) recent references for customers (preferably public agencies) for whom you have provided services similar to those requested in this solicitation within the last five (5) years. Please include the organization's name (if applicable), contact person, phone number, and email address for each reference. NCTCOG reserves the right to contact or visit any of the respondent's current and/or past customers to evaluate the level of performance and customer satisfaction.

Project-Related Experience and Qualifications

Proposals will be evaluated on the basis of experience in performing the requested goods/services**.**

Provide a written response regarding **organization's and/or individual's** ability to meet each requirement as outlined in the Scope of Work (Section 5.0). Include a brief statement of the respondent's background, including years in business, for the requested services and any additional pertinent information on how your proposed solution meets each requirement. Provide any pertinent additional functionality and/or services not outlined in the Scope of Work that you wish to offer. It should also clearly indicate any major requirements that cannot be met by the organization or individual.

If applicable, identify any subcontractors or third-party services that are utilized in the performance of fulfilling this RFP. Provide a general explanation and chart which specifies project leadership and reporting responsibilities, and how the team will interface with NCTCOG and Participating Entities' project management and team personnel.

Technical Proposal

This section should constitute the major portion of the submittal. **Respondent's proposal should detail their capabilities, knowledge and skills related to the desired deliverables and expectations as outlined in Section 5.0: Specifications and Exhibit 1**.

Failure to provide written response to items indicated in this section will be interpreted by NCTCOG as an *inability* by the firm to provide the requested product, service or function.

Additional consideration may be allocated upon the following:

1. Description of the services for which the Proposer is able to provide. In responding, please use the categories identified in Exhibit 1 of this RFP.
2. Description of the Proposer's process for responding to an order for product.
3. Description of the Proposer's process for delivering orders to respective clients.
4. Description of the Proposer's customer satisfaction services, to include any warranty and/or repair capabilities.
5. Description of the Proposer's invoicing process used by the Proposer.
6. Any assumptions made in responding to the requirements.
7. Any exceptions to the requirements. If there are no exceptions, Proposer shall explicitly state that no exceptions are taken to any part of this RFP. Offer must be in compliance with stated term and conditions unless NCTCOG accepts identified exceptions of the Proposer.
8. Any special features or services the Proposer is proposing in response to the requirements that are included within the pricing provided.

Pricing

Respondents should furnish a proposal that specifies pricing for the services they propose. For more information, please refer to **Exhibit 1**.

Points will be awarded on the basis of the competitiveness of the Cost Proposal.

<OR>

Points will be awarded on the basis of the overall cost effectiveness and clarity in identifying/explaining costs.

Required Attachments **-** Please include signed copies of all ATTACHMENTS (beginning with ATTACHMENT I) located in the "Required Acknowledgement" section of the solicitation. All attachments must be submitted with the proposal, or the proposal may be disqualified as nonresponsive. If an attachment does not apply, please mark as "Not Applicable" and submit with the proposal.

EXHIBIT 1: CATEGORIES OFFERED AND PRICING PROPOSAL

Place a "X" next to each category you are offering in your proposal:

_____ Uniform Product Category #1: Uniform Shirts

_____ Uniform Product Category #2: Uniform Pants

_____ Uniform Product Category #3: Gloves and Helmets

_____ Uniform Product Category #4: Tactical Gear

_____ Uniform Product Category #5: Overgarments

_____ Uniform Product Category #6: Miscellaneous Uniform Items

_____ Uniform Product Category #7: Uniform Boots and Shoes

_____ Uniform Product Category #8: Alternate Items

_____ Uniform Service Category #9: Uniform Alteration Services

_____ Service Category #10: Embroidery Services and Screen Printing

The Respondent shall furnish a total cost pricing model for this RFP pursuant to the guidance provided in Section 5.9. Please delineate your pricing by identifying "Product Category 1/2/3 etc. and/or Service Category 9/10", and/or a pricing model for "each/all". Using as many pages as necessary, label your pricing proposal as "Exhibit 1 – Pricing".

Pricing responses are encouraged to be as descriptive as possible. Respondents are encouraged to provide an additional retainage rate based on the hourly rate of each staff member for any future projects otherwise not anticipated by this RFP at this time.

EXHIBIT 2: SAMPLE MARKET BASKET FORM

For this Exhibit 2 Sample Market Basket Form, please provide a complete pricing breakdown based upon your costs for the products identified below (or market equivalent in your inventory). The idea is to provide scenarios that the vendor can propose their pricing against, even if it doesn't make sense as a standalone item. This is how we determine the value over a raw percentage discount proposed.

Please see the corresponding Excel file in Bidnet and the information below to complete this task **for evaluation purposes only.**

Market Basket Item 1: Class A Long Sleeve Zippered Polyester (Category 1)

Brand	Blauer Manufacturing Co., Inc.
SKU#	8600-Z
Measurements	Size: 17 Length: 33
Color	Navy
Quantity:	1



Market Basket Item 2: Four Pocket Trouser, Polyester (Category 2)

Brand	Blauer Manufacturing Co., Inc.
SKU#	8650
Measurements	Waist: 36 Length: 33
Color	Navy
Quantity:	1



Market Basket Item 3: Softshell Jacket (Category 5)

Brand	Flying Cross
SKU#	54100A
Measurements	Size: Large Length: Regular
Color	Navy
Quantity:	1



Market Basket Item 4: T-Shirt Category 1

Brand	Gildan
SKU#	Performance 42000
Measurements	Size: Large
Color	Navy
Quantity:	1



Market Basket Item 5: Duty Jacket (Category 5)

Brand	Elbeco, Inc.
SKU#	SH3204
Measurements	Size: Large
Color	Midnight Navy
Quantity:	1





Market Basket Item 6: High-Gloss Duty Oxford (Category 7)

Brand	Bates Footwear
SKU#	BATE 00941
Measurements	Size: 10.5 D
Color	Black
Quantity:	1



Market Basket Item 7: Ballistic Vest/Plate Carrier (Category 4)

Brand	Point-Blank
SKU#	O3MM00B40J
Measurements	Size: Large
Color	Black
Quantity:	1



Market Basket Item 8: Heavy Breaching Kit (Category 4)

Brand	Rapid Assault Tools
SKU#	RMP-PRO
Measurements	Size: N/A
Color	Black
Quantity:	1

EXHIBIT 3: SERVICE DESIGNATION AREAS

	Texas Service Area Designation or Identification		
Proposing Firm Name:			
Notes:	**Indicate in the appropriate box whether you are proposing to service the entire state of Texas**		
	Will service the entire state of Texas	Will not service the entire state of Texas	
	If you are not proposing to service the entire state of Texas, designate on the form below the regions that you are proposing to provide goods and/or services to. By designating a region or regions, you are certifying that you are willing and able to provide the proposed goods and services.		
Item	**Region**	**Metropolitan Statistical Areas**	**Designated Service Area**
1.	North Central Texas	16 counties in the Dallas-Fort Worth Metropolitan area	
2.	High Plains	Amarillo Lubbock	
3.	Northwest	Abilene Wichita Falls	
4.	Upper East	Longview Texarkana, TX-AR Metro Area Tyler	
5.	Southeast	Beaumont-Port Arthur	
6.	Gulf Coast	Houston-The Woodlands-Sugar Land	
7.	Central Texas	College Station-Bryan Killeen-Temple Waco	
8.	Capital Texas	Austin-Round Rock	
9.	Alamo	San Antonio-New Braunfels Victoria	
10.	South Texas	Brownsville-Harlingen Corpus Christi Laredo McAllen-Edinburg-Mission	
11.	West Texas	Midland Odessa San Angelo	
12.	Upper Rio Grande	El Paso	

(Exhibit 3 continued on next page)

(Exhibit 3 continued)

	Nationwide Service Area Designation or Identification Form		
Proposing Firm Name:			
Notes:	**Indicate in the appropriate box whether you are proposing to provide service to all Fifty (50) States.**		
	Will service all fifty (50) states	Will not service fifty (50) states	
	If you are not proposing to service to all fifty (50) states, then designate on the form below the states that you will provide service to. By designating a state or states, you are certifying that you are willing and able to provide the proposed goods and services in those states. **If you are only proposing to service a specific region, metropolitan statistical area (MSA), or City in a State, then indicate as such in the appropriate column box.**		

Item	**State**	**Region/MSA/City (write "ALL" if proposing to service entire state)**	**Designated as a Service Area**
1.	Alabama		
2.	Alaska		
3.	Arizona		
4.	Arkansas		
5.	California		
6.	Colorado		
7.	Connecticut		
8.	Delaware		
9.	Florida		
10.	Georgia		
11.	Hawaii		
12.	Idaho		
13.	Illinois		
14.	Indiana		
15.	Iowa		
16.	Kansas		
17.	Kentucky		
18.	Louisiana		
19.	Maine		
20.	Maryland		

21.	Massachusetts		
22.	Michigan		
23.	Minnesota		
24.	Mississippi		
25.	Missouri		
26.	Montana		
27.	Nebraska		
28.	Nevada		
29.	New Hampshire		
30.	New Jersey		
31.	New Mexico		
32.	New York		
33.	North Carolina		
34.	North Dakota		
35.	Ohio		
36.	Oregon		
37.	Oklahoma		
38.	Pennsylvania		
39.	Rhode Island		
40.	South Carolina		
41.	South Dakota		
42.	Tennessee		
43.	Texas		
44.	Utah		
45.	Vermont		
46.	Virginia		
47.	Washington		
48.	West Virginia		
49.	Wisconsin		
50.	Wyoming		

End of Exhibit 3

EXHIBIT 4
Description of Desired Uniform Products and Services for Proposed Pricing

Respondents should furnish a proposal that specifies pricing for the products and services they propose.

Responses are encouraged from vendors who can only provide a handful of products and services. Respondents are not expected to be able to provide the entirety of the desired products and services, though are welcome to if they are able!

Other municipal entities are anticipated to utilize the services, and any awarded vendor would be permitted to utilize any contract resultant of this RFP to provide services to *any* public agency that they desire to do business with.

Respondents are not required to bid all items contained in this RFP, but are encouraged to bid all in a similar grouping. TXShare reserves the right to award by line item, as a group, or as a whole. Prices quoted should be inclusive of all charges for freight, F.O.B. inside delivery.

A packing list shall accompany each order, and at a minimum should contain the customer purchase order number, date, name and address of vendor, and detailed description of items shipped.

Product Quality/Brand Specific / No Substitutions
Only first quality fabrics and other components are to be used in the manufacture of all items in this Request for Bid. No "Seconds," "Irregulars" "job lots", etc. will be tolerated. All loose threads shall be removed prior to delivery. Garments should be manufactured to ISO 9001 Standards. Items not meeting these requirements shall be replaced at no cost to the customer upon notice of deficiency.

The successful bidder must guarantee their product against any defect in workmanship or materials. Failure to comply shall result in return of merchandise within thirty (30) days at the expense of the bidder for prompt replacement with merchandise that meets the specifications of this bid.

Bidder shall submit letter from manufacturer (on the manufacturer's letterhead) stating bidder is in good standing and is a distributor of their product.

Brand name items listed, or their market equivalent, on the RFP 2026-078 Pricing Spreadsheet are required.

The following selection of categories is not **all-encompassing,** and additional categories are desired.

Uniform Product Category #1: Uniform Shirts
-Patrol, ceremonial, training, long and short sleeve, etc.

Uniform Product Category #2: Uniform Pants
-Patrol, ceremonial, training, long and short pants, etc.

Uniform Product Category #3: Gloves
-Ceremonial, cold-weather, heat resistant, training, impact resistant gloves, etc.

Uniform Product Category #4: Tactical Gear
-Helmets, Body Armor (Soft and SAPI carrier), breaching kits, etc.

Uniform Product Category #5: Overgarments
-Ceremonial, cold-weather, rain protection overgarments, etc.

Uniform Product Category #6: Miscellaneous Uniform Items

Uniform Product Category #7: Uniform Boots and Shoes
-Ceremonial, patrol, training footwear, etc.

Uniform Product Category #8: Alternate Items

-Any product otherwise not explicitly described in this RFP that you desire to offer for Police and First Responder Uniform in a resultant contract

Uniform Service Category #9: Uniform Alteration Services

-Vendor shall furnish all labor, equipment and supplies needed to provide the services offered. All equipment and supplies used must be capable of performing all operations in accordance with the specification.

- Alternations shall be performed in a professional manner including: hems straight, length even on both legs, color of thread matching color of material, and garments pressed after alternations are completed.
- Vendor shall keep detailed records of size specifications for all uniforms altered.
- Hemming of trousers/slacks
- Hemming of shirt sleeves
- Take in/Let out of pant waist
- Shorten/Lengthen jackets and coats
- Take in/Let our sides of jackets and coats
- Move buttons on pants, shirts, jackets and coats
- Repair of clothing items
- All other types of alteration services
- State any other fees associated with this service
- List any exceptions to discounted pricing

Uniform Service Category #10: Embroidery Services and Screen Printing

- Vendor shall furnish all labor, equipment and supplies needed to provide the services offered. All equipment and supplies used must be capable of performing all operations in accordance with the specification.
- Embroidery set up fee shall be a one-time fee per new logo design.
- Embroidered designs may have a variety of thread color options.
- The stitch count must be appropriate for the graphic to be embroidered.
- All artwork/embroidery proofs will be provided by the individual department/division on an as needed basis.
- T-shirts, polo shirts, button down dress shirts, ball caps, and the like may be provided by the public-sector entity.

MINIMUM ORDER

There are no minimum order requirements associated with this contract.

ORDERING PROCEDURES

The successful bidder should understand that any request for purchase of items specified in this bid shall be accompanied by a valid Purchase Order prior to processing the request. All orders for uniforms shall be placed on an "as needed" basis, without regard to any specified quantity or order date. The successful bidder will not accept orders from, release orders to, sell any uniforms items, and/or accessory, to any person without official authorization. The successful vendor should work with each agency represented in this bid to comply with each agency's ordering procedures and requirements.

DELIVERY SCHEDULE

Initial Order: All items shall be delivered within 45 days.

With bid submittal, vendor shall state delivery times for in-stock inventory items and for special made-to-order and non-stock items after receipt of initial order request by the requesting department/division. This delivery time schedule shall include any alteration required (if any) by the ordering department/division and/or officer.

All shipments shall be made direct to each ordering department/division, or as indicated on Purchase Order.

Shipping charges must be included in the pricing provided. Other than rush delivery, no shipping charges will be paid with orders under this bid. Any rush charges must be approved by the requestor prior to delivery. All deliveries must be packaged individually and must clearly identify the customer/employee name, quantity and sizes enclosed, and Purchase Order number.

INVOICING
The proper invoice(s) shall accompany all items purchased by the Entity, whether picked up or delivered. All invoices shall include the following information:

1. Agency Purchase Order number

2. Quantity shipped

3. Requesting department/division name

4. First and last name and employee number of person to receive uniform

5. Quantity ordered

6. Quantity shipped/backordered

7. Date ordered and date delivered

8. Description and product number for each line item, as shown in the bid

9. Unit price

10. Extended dollar amount

PRODUCT LINE CHANGES
In the event a product and/or model is discontinued by the manufacturer, SHARE, at its sole discretion may allow the successful bidder to provide a substitute for the discontinued item. The successful bidder shall request permission to substitute a new product and provide the following:

1. Documentation from the manufacturer that the product or model has been discontinued

2. Documentation that names the replacement product or model

3. Documentation that provides clear and convincing evidence that the replacement meets or exceeds all specifications required by the original request for bid

4. Documentation that provides clear and convincing evidence that the replacement will be compatible with all the functions or uses of the discontinued product or model

RETURNS
Each ordering agency may return non-conforming or defective products to the successful bidder at no charge to the department/division. Immediate pick up and replacement is expected, if required by the department/division. No restocking charges are authorized for items returned to successful bidder under non-conforming or defective product conditions. If the non-conforming or defective product is not picked up within fifteen (15) calendar days after notification by the agency, the item(s) will become the property of that agency, at no cost.

If returns need to be made via UPS or FedEx, the vendor should issue RMA's and call tags to the appropriate agency.

MEASUREMENTS
The cost for measurements must be included in the price quoted for each item. It is highly desirous that the Respondent will agree to provide a monthly time and location to take measurements. The vendor will be notified by the agency should these services not be utilized.

It is desirous that the Respondent will travel to the requesting department/division to accomplish this requirement, if no local distribution facility is within the SHARE Entity's area. The successful bidder shall maintain a current log of measurements for future orders.

Even if the vendor has a local distribution facility within the SHARE Entity's area, SHARE prefers, and may award additional points to vendors that will schedule and measure on site for the agencies and coordinate with local academies to fit new recruits.

TAILORING
It is highly beneficial to a Respondent if they have in their employment, a minimum of one (1) full-time tailor and one (1) full-time seamstress (for female customers), on duty that can visit each department/division/academy to measure a customer for alterations on his/her uniform. Respondents that do not employ alteration staff may be afforded the opportunity to partner with third-party tailoring and embroidering companies.

INVENTORY REQUIREMENTS
A successful Respondent is expected to maintain a level of sufficient inventory adequate to satisfactorily service the agencies included in RFP at the distribution facility within forty-five (45) calendar days after notification of award. The successful Respondent is expected to provide size runs of commonly ordered items to assist department/division employees in ordering.

MANDATORY USAGE REPORT
The successful bidder must furnish a report at the end of each quarter (every three [3] months) detailing the purchasing of items on this contract. Reports must be filed within thirty (30) calendar days after the end of each reporting period. Failure to provide the report with the minimum required information might also negate any contract extension or renewal clauses. The report shall disclose the quantity and dollar value of each contract item for each agency by individual department/division. Additional reports should be generated as needed, giving agencies an accurate spending record by department/division, by location, by shift, by employee, etc. These reports may be required on an as needed basis. Requested reports of this nature should be provided within 3 business days of the request. For more information, please see **Section 2.3**

PRICE INCREASES
Prices must remain firm for the first twelve (12) month contract period. Thereafter, price increase requests should only be made at the time of annual renewals. Submission of dated manufacturer's increased price sheet or catalog, or additional documentation regarding the price increase must be provided to TXShare. Determination to accept or reject a price increase is solely the discretion of TXShare.

SAMPLES
Samples may be requested, at no charge to the agency, for evaluation purposes. Samples will be returned to the vendor.

EXHIBIT 5
Uniform Alteration and Embroidery Services Questionnaire

Indicate the services you are able to provide:

SERVICE	YES	NO
Uniform Alterations		
Embroidery Services		
Emblem Application/Sewing		

How many trained personnel do you employ? _____

If you intend to offer alterations:

- Number of full time tailors: _____
- Number of full time seamstresses: _____

What is your web address (if you have one)? _____

List days and hours of operation. _____

List your location(s), street address(es) where work will be performed. _____

_____

Do you offer tiered pricing? If so, please list quantities required for each tier. _____

_____

Outline your product ordering (**online, phone, storefront**), processing and billing procedures
_____

_____

_____

Outline your shipping, local delivery and/or pickup options. _____

_____

_____

Outline your quality control procedures. _____

_____

_____

_____

Note: Respondent is not required to complete any questions that are not applicable to the services you are bidding.

If more space is needed, please add additional pages as necessary.