

**SOLICITATION AMENDMENT
RFP # 2016-012
CITY OF BUCKEYE
CONSTRUCTION & CONTRACTING DIVISION
623.349.6173**

AMENDMENT #1

NOTE: Attach to Original RFP. However, if Proposal has already been returned, complete this amendment and return for attachment to your Proposal by 4:00pm, July 7, 2016.

City of Buckeye
530 East Monroe Avenue
Buckeye, Arizona 85326
Attn: Erin Gilbert

SOLICITATION: RFP# 2016-012: IDIQ Fire Department Uniforms

NOTICE TO CONTRACTORS:

This Amendment forms a part of the Contract and clarifies, corrects, or modifies the original Request for Proposal documents prepared by the City of Buckeye.

Bid Due Date and Time: **July 7, 2016 at 4:00 PM**

Last Day for Questions: **June 30, 2016 at 5:00 PM**

THE FOLLOWING QUESTIONS WERE ASKED BY CONTRACTORS:

1. What is the estimated annual usage of each item?
 - A. Number of items will vary, the items that will be ordered the most will be: polos, t-shirts, duty pants, duty shorts, and pt shorts. Employees are able to order items as they see fit based on their needs.
2. For the screen printed garments, please indicate the # of colors and locations for each item?
 - A. 2 colors, blue shirts will have white and red, white shirts will have red and black. All other items that are screen printed will be white only.
3. For the embroidered garments, please provide the logos so we can determine the estimated stitch counts?
 - A. See attached. Screen printed items and embroidered will be the same size.
4. For the embroidered garments, please indicate the # locations of embroidery per item? For example, left chest only, or left chest and right sleeve.
 - A. Embroidery will be on the right and left chest only. If employees want additional embroidery i.e. Medic patch on right sleeve of back of shirt it can be done at an additional cost.
5. How many employees are required to wear these items?
 - A. We have approximately 95 employees that are given \$800.00 a year for uniforms

6. Please provide a copy of your uniform policy.
 - A. See attached..
7. Do you require an online ordering website for your locations to order?
 - A. No put would be preferred.
8. Thomas promotions will not provide services requested in item #'s 120 – 125. Will this preclude us from bidding or being considered?
 - A. No
9. Will we be disqualified or not considered if we do not bid on any other items not addressed in question 8 above?
 - A. You do not need to bid every item to be considered.
10. Is the current contract a matter of public record? If so, how can we access it.
 - A. The city does not have a current contract.
11. Will you provide electronic documents of each attachment so we can keep electronic records and submit computer printed hard copies as instructed?
 - A. All documents in the rfp are available for download in pdf format on the city of buckeye website. www.buckeyeaz.gov/open-solicitations. Attachments are provided on page numbers 13 through 27 in the rfp document. (pg. 15-29 of the pdf)

THE FOLLOWING DOCUMENTS ATTACHED HERETO ARE HEREBY ADDED AS ATTACHMENTS OF THE REQUEST FOR PROPOSALS:

- A. BUCKEYE FIRE UNIFORM POLICY**
 - B. BUCKEYE FIRE SCREEN PRINTING EXAMPLE**
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The balance of the specifications and instructions remain the same. Offerors must acknowledge receipt and acceptance of this amendment by returning the entire amendment with the Proposal.

PLEASE ACKNOWLEDGE YOUR FIRM'S RECEIPT OF THIS AMENDMENT BY SIGNING THE ATTACHED SOLICITATION AMENDMENT ACKNOWLEDGEMENT.

SOLICITATION AMENDMENT ACKNOWLEDGEMENT

**RFP# 2016-012: Fire Department Uniforms
AMENDMENT NUMBER 1
AMENDMENT ISSUE DATE: June 15, 2016**

Offeror certifies that Offeror has read, understands, and will fully and faithfully comply with this Request for Proposals, its attachments and any referenced documents. Offeror also certifies that this offer was independently developed without consultation with any of the other Offerors or potential Offerors.

Name of Company: _____

Authorized Signature: _____

Print Name and Title: _____

Date: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Email Address: _____

UNIFORM, INSIGNIA, AND HAIR REGULATIONS



Buckeye Fire Department

SOP-100.03

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PURPOSE

This policy identifies the standard uniform and hair regulations of the Buckeye Fire Department as well as outlines the appropriate occasion for each uniform.

SCOPE

This policy is to be followed by all officers and members of the Buckeye Fire Department. Authority to deviate from this procedure rests with the officer in charge and that officer will be responsible for the results of any deviation.

POLICY

The appropriate uniform, as noted below, shall be worn by all members of the Buckeye Fire Department when on duty. All Department members are responsible for obtaining and maintaining the uniform items required for their assignment. All uniform items shall be maintained in presentable condition. Faded, worn or damaged clothing is not acceptable (this includes faded lettering or markings on uniform items requiring such markings). All uniform shirts shall display the member's name in plain view.

Civilian clothes are optional for members assigned to staff and special assignments as authorized by the Fire Chief.

General Instructions

All members of an Operations Fire Company, while engaged in public contact duties, shall wear the same type of uniform at the same time (i.e., all members wearing the regulation dress shirt and appropriate trousers, not just the company officer.) Company Officers will ensure that all members are appropriately dressed for the specific activity.

Paramedics shall wear the paramedic patch on the right sleeve of the uniform jackets and the silk screened replica on the right sleeve of fatigue shirts.

Personnel appearing for a trial or hearing representing the Buckeye Fire Department shall wear the dress uniform.

Personnel attending funerals or assigned to funeral detail shall wear the dress uniform with a navy blue necktie and badge shroud. Pallbearers may wear white gloves.

Created Date: 07/2013

Last Revised: 10/9/2014

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WHAT UNIFORM TO WEAR

The following are the approved standard uniforms of the Buckeye Fire Department. Items described as "regulation" must meet approval standards established by the department. Information regarding what items are "Approved" is available at United Fire Clothing store.

FATIGUE UNIFORM

This is the normal uniform for wear by Operations Personnel. Section heads may authorize the wearing of the fatigue uniform for staff personnel. The appropriate use of the physical training uniform is described later in this procedure.

Shirts

All shirts shall be 100% cotton material in golf shirt style. Your name shall be printed on the front left side and your rank with the Maltese cross shall be printed on the front right side. Name shall include first or middle name and your last name or first and middle initial and last name. (Common names that members regularly go by are acceptable i.e. Doug instead of Douglas, Nick, etc.) No nickname shall be allowed. (These items shall comprise the appropriate BFD markings for all shirts.) The appropriate division shall be printed on all non-sworn members' shirts.

Shirt Color

The following positions shall wear the specified colored shirt:

1. OPERATIONS PERSONNEL shirts shall be NAVY BLUE. (Polo's can be either long or short sleeve)
2. COMMAND OFFICERS shall be NAVY blue or white with collar.
3. NON-SWORN PERSONNEL shall be ROYAL BLUE.
4. RECRUIT FIREFIGHTERS and FIREFIGHTER TRAINEES shall be RED.
5. ***Breast Cancer Awareness*** The NAVY blue shirts with pink lettering in honor of breast cancer awareness will be allowed from October 1st through October 31st.

Trousers

Regulation trousers shall be navy blue and made of NFPA 1975 approved materials. Chief Officer's trousers shall be constructed of the same material.

Created Date: 07/2013

Last Revised: 10/9/2014

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Shorts

The short trouser shall be made of approved NFPA 1975 material. The short trouser shall be pleated, and shall not rise or lower no more than one inch in either direction from the bend of the knee. The short trouser uniform shall only be worn from the months of April to October.

Shoes/Boots

Shoes and boots must be regulation safety type meeting ANSI Z41 toe impact and compression specifications. They must be plain, smooth black leather, range from standard height to high tops, and can be secured by Velcro straps, zippers, laces or be pull-on style. The shoe must be securely fastened while being worn to assure proper ankle support. Boots shall not exceed 6" in height. The United Fire Uniform Store maintains a list of approved footwear.

Approved mountain boots may be utilized by Technical Rescue members while performing rescues on rough terrain.

It will be mandatory for Fire Prevention Specialists to wear Safety Shoes.

Socks

Shall be PLAIN black, white, or navy blue.

Belt/Buckle

Belts shall be 1 1/2" wide and either plain or basket weave, or the Velcro rescue style. All members shall use an approved buckle.

Jacket

The regulation uniform jacket shall be navy blue. Name, rank, and the Buckeye Fire Department insignia shall be sewn or silk-screened on the jacket. Jackets may be approved windbreakers or approved winter uniform jackets. Both are available through United Fire Uniform Store.

Cap (optional)

Caps shall be navy blue BFD approved hats or sun visors with the BFD insignia, or navy blue knitted watch cap. Customized caps may be worn if prior approval is obtained from the Assistant Chief of Operations. Hats will never be worn backwards while on duty.

Created Date:	07/2013	Last Revised:	10/9/2014
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Safety Hat (hard hat)

Fire prevention specialist shall have an approved hard hat to wear at construction and blasting sites (when needed).

Sweatshirts (optional)

Shall be regulation 100% cotton and with appropriate BFD markings (name, rank, medic). They may be pullover or zipper type, with or without a hood.

DRESS UNIFORM

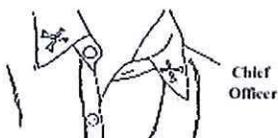
Normal wear for all sworn 40-hour staff members and those members engaged in special activities involving contact with the public or as deemed appropriate. (Section heads may authorize the wearing of regulation 100% cotton golf shirt with collar and the appropriate Buckeye Fire Department markings including name and rank for personnel on staff assignments.)

Shirt

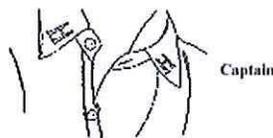
Regulation blue shirt (regulation white shirt with long or short sleeves for Command Officers and certain staff members), badge, nameplate, and collar insignia appropriate to rank or title. The shirt is to be worn over a plain white 100% cotton undershirt.

Collar Insignias

Collar insignia devices, depicting rank or title, shall be worn in a manner consistent throughout the Department. Bugle devices shall be affixed so as to be parallel with the front edge and centered between the top and bottom edges of the collar. (See drawings) Initials or letter style devices should be affixed so as to be parallel with the top edge of, and centered between the top and bottom edges of the collar. The front edge of the device shall not be more than one-half to three-quarter inches from the front edge of the collar.



Chief
Officer



Captain

Created Date: 07/2013

Last Revised: 10/9/2014

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Tie

A tie shall be worn when the situation calls for it I.E. for special events or funerals. Ties shall be navy blue in color.

Trousers

For Command Officers trousers shall be of NFPA 1975 approved material and of approved style. For all other sworn members they shall be navy blue and made of regulation NFPA 1975 material.

Socks

Socks shall be plain black or navy blue, however they may be worn with a white under sock or be black or navy blue with white soles attached. White socks may be worn with high top boots.

Belt

Belts shall be 1 1/2" wide and either plain or basket weave design. All members shall use an approved buckle.

Jacket

The regulation uniform jacket shall be navy blue, with your name, rank, and the Buckeye Fire Department insignia affixed to it. *NOTE:* The regulation navy blue windbreaker is optional.

Sweater

A regulation navy blue, collarless sweater may be submitted for approval to the Assistant Chief of Operations.

BRUSH UNIFORM

The standard fatigue uniform is to be worn during brush fire fighting operations. High top uniform boots are recommended for additional ankle support. Brush jackets can be worn when appropriate (Brush fires, 962 accidents and other emergency responses that warrant the skin protection) to protect the member's arms and upper body. Brush pants can be worn when appropriate (Brush fires, 962 accidents and other emergency responses that warrant the skin protection) to protect the members lower body, legs and ankles.

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PHYSICAL FITNESS/OPTIONAL UNIFORM

This uniform is the normal wear for participating in a Physical Fitness Program. The P.T. uniform must be maintained neat and clean at all times. The Physical Fitness/Optional uniform shall be worn only while participating in physical fitness activities.

Shirt

Standard fatigue shirts will be worn as part of the Physical Training Uniform. The sweatshirt described above may also be worn.

Shorts

Regulation all navy blue, 100% cotton with the BFD Maltese printed on the front of the right leg.

Sweat Pants (optional)

Regulation navy blue, 100% cotton with the BFD Maltese on the front of the right leg.

Shoes

Must be appropriate for the type of activity and should provide good ankle support

Socks

All white athletic socks.

Hat (optional)

Same as standard fatigue uniform. (Refer to Cap guideline)

HAIR

Hair will be clean, well groomed and safe. Any hairstyle considered loose and unconfined to shall be trimmed accordingly or bound to eliminate the hazard. Sideburns can extend to the bottom of the ear lobe. Sideburns and mustaches will be trimmed and well groomed. Other facial hair such as beards is not acceptable. Any hairstyle that significantly distracts from the uniform appearance of the members will not be allowed. Facial hair shall not be allowed at points where the SCBA face piece is designed to seal with the face. Any facial hair considered to be unsafe shall be trimmed and/or shaved to eliminate the hazard.

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Last Revised: 10/9/2014

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Fire Personnel who because of illness are unable to shave facial hair may not be assigned to a line position in Operations and may not wear a Fire Department uniform.

Approved by Signature

Approval Date

Created Date: 07/2013

Last Revised: 10/9/2014

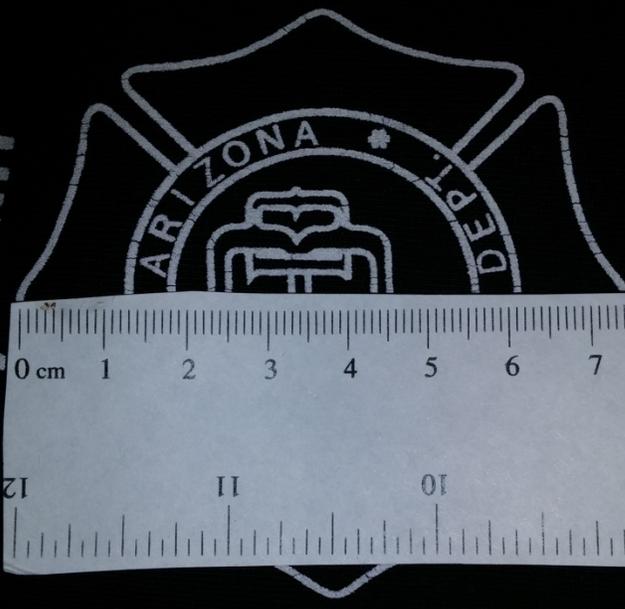
BUCKEYE
FIRE
MEDICAL-RESCUE

Bill Stockley

Battalion Chief



Captain



BUCKEYE
FIRE
MEDICAL-RESCUE