

INVITATION TO BID

Project Name: "EMPLOYEE UNIFORMS"
Date Issued: November 10, 2011

Submit bids in *One (1) sealed original and two (2) sealed duplicate copies**
 *with the original clearly marked "Original" and the duplicates clearly marked "Duplicate."

Address Bids To: **DEKALB COUNTY SHERIFF'S OFFICE**
4415 MEMORIAL DRIVE
DECATUR, GEORGIA 30032
Attn: LaMarion Green-Hughey

Non-Mandatory Pre-Bid Conference: November 29, 2011, at 10:00 a.m.
4415 Memorial Drive, Decatur, Georgia 30032, Sheriff's Conference Room

For specifications information contact LaMarion Green-Hughey: (404)-298-8161; E-mail: lngreen@dekalbcountyga.gov; Fax: (404) 298-8101.

- NOTES:**
1. All Requests Must Be In Writing.
 2. No responses to requests, answers to specification questions, or additional information shall be supplied to requests received after December 6, 2011.
 3. See attached Form 3, Paragraph 2.

For Abstract information *after* Sealed Bids are closed, see website at <http://www.dekalbsheriff.org>.

Sealed Bids for furnishing the commodities or services described in the following schedule will be received in the DeKalb County Sheriff's Office, 4415 Memorial Drive, Decatur, Georgia 30032 **until 3:00 PM ET on Tuesday, December 13, 2011**, and at that time publicly opened. The Official Sheriff's Office Web Site is: <http://www.dekalbsheriff.org> where bidding information will be available.

DELIVERY F.O.B.: See Page 14, Paragraph VIII.

DESCRIPTION

Bids are invited by DeKalb County Sheriff's Office to establish a Purchase Agreement for bidders to furnish **EMPLOYEE UNIFORMS**, as listed on Pages 4 through 10 as Items No. 1 through 29, and in accordance with attached requirements.

FIRM'S NAME AND ADDRESS: (Street, City, State and Zip Code. Type or print): ARE YOU A DEKALB COUNTY FIRM? Yes ___ NO ___	SIGNATURE OF PERSON AUTHORIZED TO SIGN BID (Bid must be signed):	DATE OF BID:
SIGNER'S NAME AND TITLE (Type of Print): Federal Tax ID No.:	Contact Information with Area Code: Phone: Fax: E-mail:	

NOTICE TO BIDDERS

All bids are subject to the following:

1. The attached Bidding Instructions, Terms and Conditions.
2. Notice To Bidders.
3. The Price Schedule included below and/or attached hereto.
4. Such other provisions, representations, certifications, and specifications as are attached hereto or incorporated by reference in the Schedule.
5. Brand Name or Trade Name/Mark Instructions.
6. Federal Work Authorization Form.
7. Minimum Specifications for All Items.
8. Local Small Business Enterprise Opportunity.
9. Additional Instructions, Terms and Conditions Applicable to Blanket Purchase and Service Contracts.
10. Timely supply of all insurance and bonding as required by the bid.

Bidder Note: Please be advised Federal Work Authorization Form must be filled out, notarized and returned with the bid.

Bidder Note: Please be advised LSBE Ordinance documents must be filled out and returned with the bid.

Bidder Note: Should any of the submittals not be identical to the original submittal, bidder may be deemed non-responsive and his bid may be rejected and not considered.

Bidder Note: All addendums must be signed and returned or your bid may be deemed non-responsive.

It is the sole responsibility of bidder(s) to ensure that bids reach the DeKalb County Sheriff's Office on or before the closing date and time. The DeKalb County Sheriff's Office shall in no way be responsible for delays caused by any occurrence. Offers by telephone, facsimile, email or telegram will not be accepted.

The DeKalb County Sheriff's Office will not be responsible for late deliveries or delayed mail. The time/date stamp clock located in the DeKalb County Sheriff's Office shall serve as the official authority to determine lateness of any bid. The bid opening time shall be strictly observed. Under no circumstances shall bids delivered after the specified time be considered. Such bids will be returned unopened.

THE DECATUR POSTMASTER WILL NOT DELIVER CERTIFIED OR SPECIAL DELIVERY MAIL TO SPECIFIC ADDRESSES WITHIN DEKALB COUNTY GOVERNMENT. WHEN SENDING BIDS OR TIME SENSITIVE DOCUMENTS, YOU MAY WANT TO CONSIDER A COURIER THAT WILL DELIVER TO SPECIFIC ADDRESSES. **BIDDERS SHOULD REGULARLY CHECK OUR WEB SITE WHERE BID UPDATES AND ADDENDA WILL BE POSTED.**

CAUTION: READ ALL INSTRUCTIONS, CONDITIONS, SPECIFICATIONS, ETC. IN DETAIL. ALL BIDDERS ARE RESPONSIBLE FOR RESPONDING TO THIS BID PACKAGE SPECIFICALLY AS SET FORTH IN THE DOCUMENT HEREIN. FAILURE TO DO SO COULD MEAN BEING FOUND NON-RESPONSIVE AND YOUR BID MAY NOT BE CONSIDERED.

All bids must be either typewritten or filled in with pen and ink, and must be signed in ink by an officer or employee having authority to bind the company or firm. Errors, corrections or changes on any document must be initialed by the signatory of the bid. Bidders will not be allowed to modify their bids after the designated opening date and time.

FIRST PAGE IS TO BE SIGNED AND RETURNED WITH YOUR BID

The enclosed (or attached) bid in response to Invitation No. **11-01** is a firm offer, as defined by Section O.C.G.A. 11-2-205 of the Code of Georgia (Georgia Laws 1962 pages 156-178), by signatory. This offer shall remain open for acceptance for a period of ninety calendar days from the date of the opening of the bids, as set out in the invitation for bids. The terms, conditions, and other limitations of the invitation for bids are accepted.

Bidder state payment terms, including time payment discount(s):

PRICE SCHEDULE					
ITEM NO.	COMMODITIES OR SERVICES	ESTIMATED NUMBER OF UNITS	UNIT	UNIT PRICE	AMOUNT
1.	Campaign Hat - Hat only Navy Blue, felt Bidding On: _____ (Manufacturer's Name & Model Name or Number)	50	EACH	_____	_____
2.	Campaign Hat - Swivel Strap, Black, 3-piece leather. Bidding On: _____ (Manufacturer's Name & Model Name or Number)	50	EACH	_____	_____
3.	Campaign Hat - Braid, Gold hat braid with acorns. Bidding On: _____ (Manufacturer's Name & Model Name or Number)	50	EACH	_____	_____
4.	Campaign Hat - Hat only Navy Blue, straw. Bidding On: _____ (Manufacturer's Name & Model Name or Number)	50	EACH	_____	_____
5.	Campaign Hat - Swivel Strap, Black, 3-piece leather. Bidding On: _____ (Manufacturer's Name & Model Name or Number)	50	EACH	_____	_____
6.	Campaign Hat - Braid, Gold hat braid with acorns. Bidding On: _____ (Manufacturer's Name & Model Name or Number)	50	EACH	_____	_____

ITEM NO.	COMMODITY OR SERVICES	ESTIMATED NUMBER OF UNITS	UNIT	UNIT PRICE	AMOUNTS
7.	Cap, Dark Navy Blue, 6-Panel, all fabric, open back, adjustable plastic closure, polyester / wool blend, 8 rows of lock-stitching through the visor. Sizes: One Size Fits All Bidding On: _____ (Manufacturer's Name & Model Name or Number)	1,000	EACH	_____	_____
8.	Cap, Trooper Style, Navy Blue, water repellent, made of quick drying Orlon/Taslan, with matching Orlon pile fur ear flaps, 4 oz. quilted lining, adjustable Cordura nylon strap; Fechheimer "Ultra Trooper Cap" or equal. Sizes: Small. Bidding On: _____ (Manufacturer's Name & Model Name or Number)	25	EACH	_____	_____
9.	Cap, Trooper Style, Navy Blue, water repellent, made of quick drying Orlon/Taslan, with matching Orlon pile fur ear flaps, 4 oz. quilted lining, adjustable Cordura nylon strap; Fechheimer "Ultra Trooper Cap" or equal. Sizes: Medium. Bidding On: _____ (Manufacturer's Name & Model Name or Number)	25	EACH	_____	_____
10.	Cap, Trooper Style, Navy Blue, water repellent, made of quick drying Orlon/Taslan, with matching Orlon pile fur ear flaps, 4 oz. quilted lining, adjustable Cordura nylon strap; Fechheimer "Ultra Trooper Cap" or equal. Sizes: Large. Bidding On: _____ (Manufacturer's Name & Model Name or Number)	25	EACH	_____	_____
11.	Cap, Trooper Style, Navy Blue, water repellent, made of quick drying Orlon/Taslan, with matching Orlon pile fur ear flaps, 4 oz. quilted lining, adjustable Cordura nylon strap; Fechheimer "Ultra Trooper Cap" or equal. Sizes: X-Large. Bidding On: _____ (Manufacturer's Name & Model Name or Number)	25	EACH	_____	_____

ITEM NO.	COMMODITIES OR SERVICES	ESTIMATED NUMBER OF UNITS	UNIT	UNIT PRICE	AMOUNT
12.	<p>Cap, Trooper Style, Navy Blue, water repellent, made of quick drying Orlon/Taslan, with matching Orlon pile fur ear flaps, 4 oz. quilted lining, adjustable Cordura nylon strap; Fechheimer "Ultra Trooper Cap" or equal. Sizes: XX-Large. Bidding On:</p> <p>_____</p> <p>(Manufacturer's Name & Model Name or Number)</p>	25	EACH	_____	_____
13.	<p>Jacket, Navy Blue, waist length style, with split waistband allowing side vent zippers and snap tabs, single fly front with 2-way zipper, removable zip-off sleeve quilted liner attached with zippers and snaps. Estimated size: X-Small Bidding On:</p> <p>_____</p> <p>(Manufacturer's Name)</p> <p>_____</p> <p>(Exact Place of Manufacture)</p> <p>_____</p> <p>(Model Name and/or Identification Number)</p>	120	EACH	_____	_____
14.	<p>Jacket, Navy Blue, waist length style, with split waistband allowing side vent zippers and snap tabs, single fly front with 2-way zipper, removable zip-off sleeve quilted liner attached with zippers and snaps. Estimated size: Small Bidding On:</p> <p>_____</p> <p>(Manufacturer's Name)</p> <p>_____</p> <p>(Exact Place of Manufacture)</p> <p>_____</p> <p>(Model Name and/or Identification Number)</p>	120	EACH	_____	_____
15.	<p>Jacket, Navy Blue, waist length style, with split waistband allowing side vent zippers and snap tabs, single fly front with 2-way zipper, removable zip-off sleeve quilted liner attached with zippers and snaps. Estimated size: Medium Bidding On:</p> <p>_____</p> <p>(Manufacturer's Name)</p> <p>_____</p> <p>(Exact Place of Manufacture)</p> <p>_____</p> <p>(Model Name and/or Identification Number)</p>	120	EACH	_____	_____

ITEM NO.	COMMODITIES OR SERVICES	ESTIMATED NUMBER OF UNITS	UNIT	UNIT PRICE	AMOUNT
16.	<p>Jacket, Navy Blue, waist length style, with split waistband allowing side vent zippers and snap tabs, single fly front with 2-way zipper, removable zip-off sleeve quilted liner attached with zippers and snaps. Estimated size: Large Bidding On:</p> <p>_____</p> <p>(Manufacturer's Name)</p> <p>_____</p> <p>(Exact Place of Manufacture)</p> <p>_____</p> <p>(Model Name and/or Identification Number)</p>	120	EACH	_____	_____
17.	<p>Jacket, Navy Blue, waist length style, with split waistband allowing side vent zippers and snap tabs, single fly front with 2-way zipper, removable zip-off sleeve quilted liner attached with zippers and snaps. Estimated size: X-Large Bidding On:</p> <p>_____</p> <p>(Manufacturer's Name)</p> <p>_____</p> <p>(Exact Place of Manufacture)</p> <p>_____</p> <p>(Model Name and/or Identification Number)</p>	120	EACH	_____	_____
18.	<p>Jacket, Navy Blue, waist length style, with split waistband allowing side vent zippers and snap tabs, single fly front with 2-way zipper, removable zip-off sleeve quilted liner attached with zippers and snaps. Estimated size: XX-Large Bidding On:</p> <p>_____</p> <p>(Manufacturer's Name)</p> <p>_____</p> <p>(Exact Place of Manufacture)</p> <p>_____</p> <p>(Model Name and/or Identification Number)</p>	120	EACH	_____	_____

ITEM NO.	COMMODITIES OR SERVICES	ESTIMATED NUMBER OF UNITS	UNIT	UNIT PRICE	AMOUNT
19.	Jacket, Navy Blue, waist length style, with split waistband allowing side vent zippers and snap tabs, single fly front with 2-way zipper, removable zip-off sleeve quilted liner attached with zippers and snaps. Estimated size: XXX-Large Bidding On: _____ (Manufacturer's Name) _____ (Exact Place of Manufacture) _____ (Model Name and/or Identification Number)	120	EACH	_____	_____
20.	Shirt, Men's, long sleeve, 65 percent Polyester/35 percent Rayon, weight of 10.0 ounces per yard, two pleated pockets with lined scalloped flaps, five military creases, Colors White or LAPD Blue as ordered. Estimated sizes: Neck 14 – 24 Sleeve Length: 32 – 38 Bidding On: _____ (Manufacturer's Name) _____ (Model Name and/or Identification Number)	1,000	EACH	_____	_____
21.	Shirt, Women's long sleeve, 65 percent Polyester/35 percent Rayon, weight of 10.0 ounces per yard, two pleated pockets with lined scalloped flaps, five military creases, Colors White or LAPD Blue as ordered. Estimated sizes: 32 – 48 Bidding On: _____ (Manufacturer's Name) _____ (Model Name and/or Identification Number)	300	EACH	_____	_____
22.	Shirt, Men's, short sleeve, 65 percent Polyester/35 percent Rayon, weight of 10.0 ounces per yard, two pleated pockets with lined scalloped flaps, five military creases, Colors: White or LAPD Blue as ordered. Estimated sizes: Neck size 14 to 24 Bidding On: _____ (Manufacturer's Name) _____ (Model Name and/or Identification Number)	1,000	EACH	_____	_____

ITEM NO.	COMMODITIES OR SERVICES	ESTIMATED NUMBER OF UNITS	UNIT	UNIT PRICE	AMOUNT
23.	Shirt, Women’s, short sleeve, 65 percent Polyester/35 percent Rayon, weight of 10.0 ounces per yard, two pleated pockets with lined scalloped flaps, five military creases, Colors: White or LAPD Blue as ordered. Estimated sizes: 32 – 48 Bidding On: _____ (Manufacturer’s Name) _____ (Model Name and/or Identification Number)	300	EACH	_____	_____
24.	Sweater, Navy Blue, pullover type with V-neck, long sleeves, shoulder patches and elbow patches, shoulder epaulets, 80 percent acrylic Monsanto “Pil-Trol”/20 percent Worsted Wool, rib knit 2 x 2. Bidding On: _____ (Manufacturer’s Name) _____ (Model Name and/or Identification Number)	40	EACH	_____	_____
25.	TIES, clip-on style, Navy Blue, 100 percent Polyester woven, approximately 16 -1/2 inches long and 3 -1/2 inches wide (short ties for women, and long ties for men); MUST MATCH EXISTING COLOR. Bidding On: _____ (Manufacturer’s Name) _____ (Model Name and/or Identification Number)	100	EACH	_____	_____
26.	Trousers, Men’s uniform trousers, Postal Blue 55 percent Polyester/45 percent Wool Gabardine, with one inch (1 inch) black beaded braid stripe extending from the bottom of trouser leg, plain front, straight leg style, Estimated sizes 23 – 50 Bidding On: _____ (Manufacturer’s Name) _____ (Model Name and/or Identification Number)	300	PAIR	_____	_____

ITEM NO.	COMMODITIES OR SERVICES	ESTIMATED NUMBER OF UNITS	UNIT	UNIT PRICE	AMOUNT
27.	Trousers, uniform, Men’s cargo trousers, LAPD Blue, 70 percent Polyester/28 percent Rayon/2 percent Lycra, stretch waistband, plain front, two quarter-top front pockets. Estimated sizes 28 – 50 Bidding On: _____ (Manufacturer’s Name) _____ (Model Name and/or Identification Number)	1500	PAIR	_____	_____
28.	Trousers, uniform, Women’s cargo trousers, LAPD Blue, 70 percent Polyester/28 percent Rayon/2 percent Lycra, stretch waistband, plain front, two quarter-top front pockets. Estimated sizes 6 – 24 Bidding On: _____ (Manufacturer’s Name) _____ (Model Name and/or Identification Number)	100	PAIR	_____	_____
29.	SEWING ON OF PATCH: In the event a patch or patches need to be sewn onto an article of apparel, bidder enters a <u>Price Per Patch</u> for the sewing on of such patch or patches supplied.			_____	

NOTES

NOTES FOR ALL ITEMS:

NOTE 1: If an “acceptable equal” is bid, a sample must be submitted with the bid for approval.

NOTE 2: Jackets and Coats (priced shall include the apparel only, with patches and patch sewing entered elsewhere. See Items 13-19.

NOTE 3: By bidding Shirts, Jackets, Caps, or Sweaters, bidders agree to sew Patches supplied by the County onto the apparel if requested by the County (see Item no. 29).

NOTE 4: DeKalb County Sheriff’s Office reserves the right to make multiple awards, to award all Items or not award some Items, to cancel Items, and to re-bid or not re-bid – whatever is in the best interest of the DeKalb County Sheriff’s Office.

SIZES: For the purpose of this bid and any resulting contract, the sizes will be as follows:

Trousers – Any with waist size 44 and under will be considered standard factory size.

Shirt – Any shirt with neck size 17 and under will be considered standard factory size.

Jacket – Any size 52 and under will be considered standard factory size.

It being understood that standard factory sizes will suffice except with extremely large or small men, in which case the proper alterations of manufacture will be made. In addition, it may be necessary for the vendor to measure the extreme size men.

Bidder must state that it is capable of furnishing garments up to and including the following non-standard sizes:

- Trousers.....50 waist
- Short Sleeve Shirts.....XXXXXL
- Long Sleeve Shirts.....24
- Jackets.....52

YES _____ NO _____

Bidder indicate below standard sizes and percent of increase for sizes other than listed:

JACKETS

Item No. 13 thru 19 _____

SHIRTS

Item No. 20 _____
 Item No. 21 _____
 Item No. 22 _____
 Item No. 23 _____

TROUSERS

Item No. 26 _____
 Item No. 27 _____
 Item No. 28 _____

PERCENT INCREASE for sizes other than listed: _____ percent

NOTES

COLORS: The bid price shall include colors described.

EXCHANGES: Due to the adding and deleting of employees and the change in sizes of existing employees, the successful bidder will exchange clothing (which has not been worn), for another size.

SAMPLES: If bidding other than Item specified, a sample must be submitted with the bid. Samples should be marked with Invitation Number, Item Number, and Company Name.

The successful bidder will be required to have a local representative and telephone number to call during contract period regarding any details, etc., involved in this contract. Bidder state name of local representative and telephone number below:

Vendors bidding on items of clothing that require tailoring must have a local facility, as well as local representative(s), and the ability to make special fittings or exchanges of clothing locally. Clothing such as uniform shirts, trousers, jackets, and sweaters will be ordered as needed and in the proper sizes for the specific individuals. Clothing is to be delivered ready-to-wear, with trousers hemmed and patches sewn on as specified in each order. Orders are to be delivered within 10 days after vendor receipt of order except for emergency orders, which should be delivered as quickly as possible.

Bidder state agreement:

Yes _____ No _____

If delivery service is not available or it becomes necessary for DeKalb County to go pick up, bidder state below exact location where items are to be picked-up, and days and hours available:

The DeKalb County Sheriff's Office reserves the right to reject any item(s) not conforming to the specifications in workmanship. The right is also reserved to test material taken from a complete garment in each or any lot of uniform clothing delivered, and should such material fail to conform with specification in any way, the entire lot may be rejected and replacement required.

- Items 1 thru 12: Caps and Hats
- Items 13 thru 19: Jackets and Coats
- Items 20 thru 24: Shirts and Sweaters
- Item 25: Ties
- Item 26 thru 28: Trousers
- Item 29: Sewing of Patches

GENERAL TERMS AND CONDITIONS

I. Bidder must check applicable blank below:

Bidder affirms that specifications are exactly met:

Yes _____ No _____

II. ANY DEVIATION FROM SPECIFICATIONS MUST BE COMPLETELY EXPLAINED BY BIDDER.

Bidder will explain exact particulars where bid does not meet exactly the specification if “No” is checked above.

III. CONTRACT PERIOD: From Date of Award through December 31, 2014, inclusive.

Bidder extends to DeKalb County Sheriff’s Office the option to renew the contract for two (2) additional one (1) year terms, under the same price(s), terms and conditions, provided option is exercised no later than sixty days prior to expiration of the contract. Bidder must check and initial applicable blank below:

Yes _____ No _____

If DeKalb County Sheriff’s Office does not exercise the option to renew the contract and a new Invitation to Bid is issued, the current contract will not be renewed.

IV. TERMINATION OF CONTRACT: The DeKalb County Sheriff’s Office may **unilaterally** terminate this contract, in whole or in part, for the DeKalb County Sheriff’s Office convenience, or because of failure of the contractor to fulfill the contract obligations **in any respect**.

V. The contract will be an “Open-End” type with DeKalb County Sheriff’s Office requirements to be satisfied on an “as ordered” basis.

VI. DEKALB COUNTY SHERIFF’S OFFICE REQUIREMENTS: This invitation and resulting contract will provide for the normal requirements of DeKalb County Sheriff’s Office, and contracts will be used as primary sources for the articles or services listed herein. Articles or services will be ordered from time to time in such quantities as may be needed. As it was impossible to determine the precise quantities of items described in this invitation that will be needed during the contract term, each contractor is obligated to deliver all articles and services that may be ordered during the contract term.

VII. AWARDS: DeKalb County Sheriff’s Office reserves the right to make no awards, partial awards, multiple awards, one award for all items; or whatever the DeKalb County Sheriff’s Office deems to be in its best interest.

GENERAL TERMS AND CONDITIONS (Continued)

VIII. DELIVERY: If desired by the DeKalb County Sheriff’s Office, the DeKalb County Sheriff’s Office may pick up items at vendor owned warehouse located in the Atlanta Area. However, items shall be priced for freight included and inside delivery included to the following: Orders are to be delivered within 10 calendar days after receipt of individual orders. Also, see last paragraph on Page 16.

F.O.B. LOCATION: DEKALB COUNTY SHERIFF’S OFFICE
4415 MEMORIAL DRIVE
DECATUR, GEORGIA 30032
ATTN: SUPPLY UNIT

NOTE: Paragraph 3(k) of the Bidding Instructions, Terms and Conditions provides “all articles will be F.O.B. destination. This means delivered, unloaded and placed in designated place.” Successful bidder must comply with this paragraph. Inside delivery is required. The successful bidder will be required to maintain a reasonable stock of all uniform items and to have them available for immediate delivery or pickup. If delivery service is not available or it becomes necessary for DeKalb County Sheriff’s Office to pick up items, bidder shall state below the exact location where items are to be picked up and the days and hours available for pickup:

IX. The DeKalb County Sheriff’s Office reserves the right to reject any item not conforming to the specifications in workmanship. The right is also reserved to test material taken from a complete garment in each or any lot of uniform clothing delivered, and should such material fail to conform to specifications in any way, the entire lot may be rejected and replacement required.

X. PACKING LIST: Each shipment must contain a Packing List indicating the Purchase Order number, item number, and the amount and size of the clothing.

XI. PAYMENT: Invoice charges, if any, are to be accumulated and paid a minimum of once each month. Invoices are to be signed by the Contractor or authorized delegate, and must be mailed or sent to:

DeKalb County Sheriff’s Office
4415 Memorial Drive
Decatur, GA 30032
Attention: LaMarion Green-Hughey

NOTE: In the event of a change in name and/or address by contractor’s company, (whether due to relocation, sale to another company or other causes), payment cannot be made under this contract until DeKalb County Sheriff’s Office is properly notified in writing of such change; with notification sent to:

DeKalb County Sheriff’s Office
4415 Memorial Drive
Decatur, GA 30032
Attention: LaMarion Green-Hughey

XII. DeKalb County Sheriff’s Office prefers to buy items produced and/or manufactured in the United States of America; however, foreign products may be considered provided it is so stated and that such products meet or exceed the herein described requirements and standards. Bidder certifies that the items offered on this bid are manufactured and/or produced in the United States.

Yes _____ No _____

If “No,” state place manufactured and/or produced _____

GENERAL TERMS AND CONDITIONS (Continued)

- XIII. OPTION TO AUDIT: Successful bidder will be required to maintain complete records during the life of the contract and for a period of one year *after* completion of the contract. Such records are to be made available to the DeKalb County Sheriff's Office if officially requested, and shall be audited by a designated DeKalb County Sheriff's Office auditing staff. If such audits reveal overcharges and/or undercharges, such will be adjusted and compensation made by either party to correct charges.
- XIV. WARRANTY AND/OR GUARANTY: The bidder will state below or will furnish a separate letter attachment, which fully explains the conditions of Warranty and/or Guaranty. If no Warranty and/or Guaranty are applicable, it must be so stated. NOTE: FAILURE TO RESPOND TO THE REQUIREMENTS OF THIS PARAGRAPH MAY RESULT IN THE BID BEING UNCONSIDERED.
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- XV. FAMILIARITY WITH THE WORK: Bidder acknowledges, by signing the bid documents, full understanding of the extent and nature of the work required and the conditions surrounding the performance of work under this contract.
- XVI. In the performance of the contract, Contractor must comply with all relevant Federal, State, City, and County regulations and ordinances and must obtain all applicable Licenses and/or Permits.
- XVII. TORT IMMUNITY: No officer, employee, or agent of the DeKalb County Sheriff's Office acting within the scope of his/her employment or function shall be held personally liable in tort or named as a defendant in any action for injury or damage suffered because of any act, event, or failure to act.
- XVIII. SILENCE OF SPECIFICATIONS: The apparent silence of these specifications and any supplemental specifications as to any details, or the omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretations of this specification shall be made upon the basis of this statement, with the DeKalb County Sheriff's Office interpretation to prevail.
- XIX. LITERATURE: BIDDER IS REQUIRED TO FURNISH, WITH THIS BID, LITERATURE DESCRIBING THE ITEM(S) BEING OFFERED. FAILURE TO FURNISH THIS LITERATURE MAY RESULT IN THE BID BEING UNCONSIDERED.
- XX. OPEN RECORDS ACT: Without regard to any designation made by the person or entity making a submission, DeKalb County Sheriff's Office considers all information submitted in response to this Invitation to be public record that will be disclosed upon request pursuant to the Georgia Open Records Act, O.C.G.A. § 50-18-7- *et seq.*, without consulting or contacting the person or entity making the submission, unless a court order is presented with the submission. You may wish to consult an attorney or obtain legal advice prior to making a submission.

GENERAL TERMS AND CONDITIONS (Continued)

XXI. Bidder is cautioned to make his bid complete and to furnish all information and detail required by these specifications. Failure to comply may result in the bid being unconsidered due to incompleteness.

XXII. REFERENCES -- Bidder supply information about at least three (3) contracts of similar or greater magnitude bidder has performed, listing Customer name and address, person to contact, and telephone number for each reference:

(1) CUSTOMER NAME: _____

ADDRESS: _____

PERSON TO CONTACT: _____

TELEPHONE NUMBER: _____

(2) CUSTOMER NAME: _____

ADDRESS: _____

PERSON TO CONTACT: _____

TELEPHONE NUMBER: _____

(3) CUSTOMER NAME: _____

ADDRESS: _____

PERSON TO CONTACT: _____

TELEPHONE NUMBER: _____

XXIII. This Invitation to Bid consists of 41 pages: FAILURE TO RETURN ALL PAGES IN CORRECT NUMERICAL ORDER MAY RESULT IN BID BEING DECLARED INVALID.

End General Terms and Conditions

MINIMUM SPECIFICATIONS
DEKALB COUNTY SHERIFF'S OFFICE UNIFORM JACKET
ITEMS 13 Thru 19

Jacket, Navy Blue, waist length style, with split waistband allowing side vent zippers and snap tabs, single fly front with 2-way zipper, removable zip-off sleeve quilted liner attached with zippers and snaps, knit cuffs and waistband, shoulder epaulets, collar with collar stand, two lower reverse pleated patch pockets with snap-down flaps, badge tab, fabric of 100% Nylon. Estimated size: XS, S, M, L, X-Large, XX- Large, XXX-Large.

MINIMUM SPECIFICATIONS
DEKALB COUNTY SHERIFF'S OFFICE UNIFORM SHIRTS
ITEMS 20, 21, 22, & 23

- I. **GENERAL:** It is the intent of this specification to describe the minimum requirements for Uniform Shirts to be purchased by the DeKalb County Sheriff's Office.

All items, details of construction, features and services not specifically mentioned which are regularly furnished in order to provide Uniform Shirts shall be furnished at the bid price and shall conform in strength, quality and workmanship to that usually provided by the practice indicated in this specification.

II. **DETAILED REQUIREMENTS:**

A. **LONG AND SHORT SLEEVE SHIRTS/MALE & FEMALE (UNIFORM DUTY)**

1. **DESIGN:**

- a. **MALE:** Shirts shall be made using a uniform shirt pattern.
- b. **FEMALE:** Shirts shall be made using a modified ladies uniform shirt pattern.

2. **COLOR:** LAPD or White as ordered by department.

3. **FABRIC:** All uniform shirts will be 65% Dacron Polyester/35% Rayon. Weight 10.0 oz. per yard.

4. **CREASING:** Pockets and pocket flaps to be creased to give uniform shape and size. The shirt is to have sewn in military creases, two in the front and three in the back.

5. **BADGE PATCH:** Inside sling type badge holder of self-goods approximately 1" wide to extend from joining seam to pocket of left front. Two small buttonholes 1-1/4" apart with lower buttonhole approximately 3/4" above the flap.

6. **COLLAR: (LONG SLEEVE)** The collar is to be die cut to insure uniformity. The back of the stand is to measure 1-1/2". The collar points are to be approximately 3" in length. The collar is to be topstitched 1/4" from the edge. The interlinings are to be 100% polyester or equal. Permanent collar stays of proper length are to be fused inside the collar so that no stitches are made through the bottom leaf.

7. **COLLAR: (SHORT SLEEVE)** The collar is to be die cut to insure uniformity. The back of the stand is to measure 1-1/2". The convertible collar is to measure approximately 3" in length. The collar is to be topstitched 1/4" from the edge. The interlinings are to be 100% polyester or equal. Permanent collar stays of proper length are to be fused inside the collar so that no stitches are made through the bottom leaf. The stand shall fasten with one button.

8. SLEEVES: (LONG SLEEVE) To be long sleeves cut straight and whole. Each sleeve shall have two plackets with one button placed on the right placket approximately 2 1/2" above the top of the cuff. Sleeve setting and closing shall be done with an over-edge and safety stitch to strengthen the seam.
9. SLEEVES: (SHORT SLEEVES) Sleeves are to be straight and whole to be one piece, have a 3/4" hem and finish approximately 9" long from the shoulder seam. The sleeve setting and closing shall be done with an over-edge and safety stitch to strengthen the seam.
10. FRONT: The fronts for both the long and short sleeve shirt shall have a self fabric center pleat 1 1/2" wide extending from collar band to bottom of shirt. The center pleat is to be lined with 100% polyester or equivalent. There shall be two rows of stitching 7/8" apart. The button stand 7/8" wide, shall be self-lined and placed on the right side extending from the collar band to the bottom of the shirt. There will be seven buttons on the front of the shirt of first grade quality to match the color of the shirt.
11. POCKETS: To have two (2) breast pockets with mitered corners to finish approximately 5 3/8" wide and 5-3/4" long. Both pockets to have a 1-1/2" box pleat stitched top and bottom to prevent spreading. The left breast pocket to have a pencil opening approximately 1 3/8". Velcro 1/2" wide and 1" long to be placed on edges on each pocket to secure the Velcro placed on corners of each flap.
12. FLAPS: Die cut and creased to insure uniformity. Flaps to be scalloped to finish 5-1/2" in width, 2-3/4" in length and 2-1/2" at the sides. Flaps to be placed 1/4" above the top of each pocket and have one centered buttonhole with button. The left flap to have a pencil opening approximately 1 3/8" in width. Velcro 1/2" wide and 1" long to be placed on edges of each flap to secure Velcro placed on pockets. Flaps to be lined with 100% polyester interlining or equivalent.
13. BUTTONS: Buttons to be 20- ligne melamine and they must match the fabric color. Buttons to be made of thermosetting polyester material or equivalent.
14. SHOULDER STRAPS: Shall be sewn into the sleeve head seam and measure approximately 2" tapering to 1-1/2" with the end pointed. Straps are to be set approximately 1" from the collar seam. The shoulder straps shall be box stitched to shoulders with a row of cross-stitching 1 1/2" from sleeve head and diagonally sewn from each end of the seam to the sleeve. Shoulder straps are to be die cut to insure uniformity and creased.
15. SIZE MARKING AND CARE INSTRUCTIONS: Size tab to be sewn in with label to the inside yoke of the shirt. Fabric content tag shall be sewn in shirt. Care instructions shall be affixed to each shirt.
16. SHOULDER PATCHES: There shall be one emblem on each sleeve. (See instructions for the attachment of official Department Insignia).
17. SIZES: Sizes for the male long sleeve shirts shall be available in neck sizes by half inch increments up to size 24 inches. Sleeve length shall be available in whole sizes from 32 inches to 38 inches. Short sleeve shirts will be available in neck sizes by half-inch increments up to size 24 inches. Female long sleeve shirts will be bust sized from 32 to 48 in even sizes, with proportioned sleeve lengths. Female short sleeve shirts will be bust sized from 32 to 48 in even sizes. Any sizes beyond this scope must be available as a custom size and be available in 45 working days at no additional cost to the county.

MINIMUM SPECIFICATIONS
DEKALB COUNTY SHERIFF'S OFFICE UNIFORM TROUSERS
ITEM 26

SCOPE:

This specification covers the requirements for uniform trousers made from first quality 55% Dacron Polyester and 45% Wool Gabardine for the DeKalb County Sheriff's Office.

The garments shall be tailored according to individual measurements and fittings. Custom made to measure sizing must be available at no additional costs to the county.

REQUIREMENTS:

First quality 55% Polyester and 45% Wool Gabardine as detailed in specifications.

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

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

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

SPECIFICATIONS, FABRIC:

Weave – Gabardine Weave

Weight – 16 - 16 ½ oz. Per Linear Yard

Fiber Content – 55% Polyester
45% Wool

TROUSER FABRICATION:

STYLE: Modern up to date military patterns shall be used with fitted waistbands and finished hems. To be made with two quarter top front pockets and two rear pockets. The rear pockets will have black plastic 24 ligne buttons with corresponding buttonholes. Density of buttonhole is 50 stitches per inch. Trousers to be straight leg style.

POCKETS: Front on quarter top pockets approximately 6" opening and measuring from the top of the opening to the bottom of the pocket measures approximately 13". The back pocket opening is to be 5 ½" wide and 7" deep. All pockets are to be sewn inside out and turned then top stitched for extra strength. All pocket welts are to be interlined with pellon and then top stitched. All pockets are to have straight bar tacks at all stress points. The use of a triangle bar tack and or not topstitching of pocket welts are not acceptable and shall be cause for rejection. The left back pocket will have a 22 linge blue plastic button with a corresponding buttonhole.

BELT LOOPS: All trousers are to have 7 belt loops 7/8" wide and 2" long. All loops are to have double stitching for extra strength. All loops are to be sewn into waistband at top and then dropped to accommodate a 1-3/4" trouser belt. Belt loops are to be attached by a 36 straight stitch tack. All loops are to be sewn in such a manner as not to allow raw edges.

POCKETING: To be black 70/30 polyester/cotton #PR156-60-blk as manufactured by QST Industries.

WAISTBAND: Waistband curtain to be black, approximately 3-1/4" wide with 3 rows of snug-tex completely around the interior of the pants and 1 5/8" Banroll™ to prevent rolling. Snug Tex to extend over the French fly and waistband curtain with snug Tex to cover back seam outlet. Top of the waistband to be single needle topstitched at the top and bottom of band for extra strength. Zigzag or chain stitch is not acceptable.

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

STRIPE: 1" black beaded braid to be sewn from the bottom of the waistband to the bottom of the trouser leg. The stripe is to be sewn on so that no top stitches will show. Top stitching of the stripe will be cause for rejection.

CONSTRUCTION: All stress points are to be properly bar tacked and closing seams to have #40 polyester cord reinforcing thread for extra strength. Seat seams are double stitch for strength. Trousers must be properly shaped, the out seams and inseams to be pressed open and flat. All edges will be finished smooth with 15 stitches per inch. There will be no raw edges inside or outside of the trousers. All trousers are to have approximately 5" polyester and cotton crotch reinforcement sewn in, size may vary depending on trouser size. Trousers to be made straight leg with a minimum of a 2 1/2" turned up cuff.

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

FITTING: All uniform garments shall be fitted to the measurements taken of the individual. All measurements shall be taken in the presence of an official designated by the DeKalb County Sheriff's Office. This official shall also be present at the try-on in the baste; shall approve alterations and acceptance of the finished product. Acceptance or rejection of the garments shall be at the discretion of the above-designated official. One try-on in the baste is required and one alteration permitted. If the uniform is judged unacceptable after one alteration, it will be rejected and a new garment shall be produced. A rejected uniform may not be accepted after alteration for any other individual.

CERTIFICATION: Vendor shall be responsible for all requirements, specifications, and standards and shall certify compliance with all of the above.

MINIMUM SPECIFICATIONS
DEKALB COUNTY SHERIFF'S OFFICE UNIFORM (Men/Women) Trousers
ITEMS 27& 28

Trousers, uniform, Men's cargo trousers, LAPD Blue, 70 percent Polyester/28 percent Rayon/2 percent Lycra, stretch waistband, plain front, two quarter-top front pockets with button tabs, two hip pockets and two reverse-pleated double cargo pockets, relaxed fit, straight leg style, 7 belt loops. Estimated sizes 28 – 50, (No estimated number of units for individual sizes.)

End Minimum Specifications

CONTRACTOR & SUBCONTRACTOR EVIDENCE OF COMPLIANCE:

- (1) Pursuant to O.C.G.A. § 13-10-91, DeKalb County Sheriff's Office contracts for the physical performance of services within the State of Georgia shall include the following provisions:
 - a. Compliance with the requirements of O.C.G.A. § 13-10-91 and Rule 300-10-1-02 are conditions of this contract.
 - b. Contractor shall specify which one of the three statutory employee-number categories applies as identified in O.C.G.A. § 13-10-91, "500 or more employees," "100 or more employees," or "fewer than 100 employees." Contractor shall check, initial or otherwise affirmatively indicate the employee-number category applicable to the contractor, and
 - c. Contractor agrees that, in the event the contractor employs or contracts with any subcontractor(s) in connection with the covered contract, the contractor will secure from the subcontractor(s) such subcontractor(s)' indication of the employee-number category applicable to the subcontractor; and
 - d. Contractors shall comply with the requirements of O.C.G.A. § 13-10-91 and Rule 300-10-1-02 and shall attest by the execution of the contractor affidavit as shown in Rule 300-10-1-.07, or a substantially similar contractor affidavit, which document shall be attached to, and become a part of, the covered contract.
- (2) Pursuant to O.C.G.A. § 13-10-91, the contractor agrees that, in the event the contractor employs or contracts with any subcontractor(s) in connection with the covered contract, the contractor will secure from such subcontractor(s) attestation of the subcontractor's compliance with O.C.G.A. § 13-10-91 and Rule 300-10-1-.08 or a substantially similar subcontractor affidavit, and maintain records of such attestation for inspection by the DeKalb County Sheriff's Office at any time. Such subcontractor affidavit shall become a part of the contractor/subcontractor agreement.
- (3) All portions of contracts pertaining to compliance with O.C.G.A. § 13-10-91 and these rules, and any affidavits related thereto, shall be open for public inspection in this state at reasonable times during normal business hours.¹
- (4) The DeKalb County Sheriff's Office will certify its registration and participation in the EEV / Basic Pilot Program (or other applicable federal work authorization program) by transmitting a copy of all documents required for the DeKalb Sheriff's Office registration and participation in such program, including a fully executed copy of the required Memorandum of Understanding and the EEV / Basic Pilot Program User Identification Number, to the Sheriff's Office agency head or to an individual designated by the agency head to receive such certifications.²

¹ Authority O.C.G.A. § 13-10-91.

² Authority O.C.G.A. § 13-10-91.

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with DEKALB COUNTY SHERIFF’S OFFICE, a political subdivision of the State of Georgia, has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to their contract with the DeKalb County Sheriff’s Office, then the contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the DEKALB COUNTY SHERIFF’S OFFICE, at the time the subcontract(s) is retained to perform such service.

Employment Eligibility Verification Program
(EEV)/Basic Pilot Program * User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20__

Notary Public

My Commission Expires: _____

* As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the “EEV/Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

SUBCONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with

_____, (Name of Contractor on behalf of DEKALB COUNTY SHERIFF’S OFFICE, a political subdivision of the State of Georgia, has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in OC.G.A. § 13-10-91.

Employment Eligibility Verification Program
(EEV)/Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Subcontractor Name)

Date

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20_____

Notary Public
My Commission Expires: _____.

* As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the “EEV/Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

SCHEDULE OF LOCAL SMALL BUSINESS ENTERPRISE PARTICIPATION TRACKING FORM

The DeKalb County Sheriff and DeKalb County Sheriff’s Office believe that it is important to encourage the participation of small and local businesses in the continuing business of County government; and that the participation of these types of businesses in procurement will strengthen the overall economic fabric of DeKalb County, contribute to the County’s economy and tax base, and provide employment to local residents.

PROVISIONS OF LOCAL SMALL BUSINESS ENTERPRISE (LSBE) ORDINANCE

Amount of LSBE Participation Required
20% of Total Award

	Request For Proposals (RFP)	Invitations To Bid (ITB)
LSBE Within DeKalb (LSBE-DeKalb)	Ten (10) Percentage Points	Ten (10) Percent Preference
LSBE Outside DeKalb (LSBE-MSA)	Five (5) Percentage Points	Five (5) Percent Preference

Local Small Business Enterprises (LSBEs) located within DeKalb County and prime contractors utilizing LSBEs that are locally-based inside DeKalb County shall receive **ten (10) percentage points in the initial evaluation of their response to any Request for Proposal and a ten (10) percent preference on all responses to any Invitation to Bid.** LSBEs located outside of DeKalb County but within the ten (10) County Metropolitan Statistical Area (MSA) consisting of Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry and Rockdale Counties shall receive **five (5) percentage points in the initial evaluation of their response to any Request for Proposal and a five (5) percent preference on all responses to any Invitation to Bid.**

For all **qualified sealed solicitations**, the Fiscal Management Officer, for the DeKalb County Sheriff’s Office shall determine if the bidder/proposer has included written documentation showing that **at least twenty percent (20%) of the total contract award will be performed by a LSBE.** This written documentation shall be in the form of a notarized Schedule of LSBE Participation (Attached hereto as Exhibit “A.”) Proof of LSBE status may be evidenced through registration with the Georgia Secretary of State Corporations division. For all contracts, a signed letter of intent from all LSBEs describing the work, material, equipment and/or services to be performed or provided by the LSBE(s) and the agreed upon dollar value shall be due with the bid or proposal documents and included with Exhibit “A”.

Contractors failing to meet the LSBE benchmark must document and demonstrate **Good Faith Efforts** in accordance with the attached “Checklist for Good Faith Efforts” portion of “Exhibit A.” Failure to achieve the LSBE benchmark or demonstrate good faith efforts may result in a bid or proposal being rejected. The notarized Schedule of LSBE Participation shall be due and submitted with each bid or proposal. **Failure to complete and submit the notarized Schedule of LSBE Participation may result in a bid or proposal being rejected.**

Upon award, Prime Contractors are required to submit a report detailing LSBE/Sub-Contractor usage with each request for payment and not less than on a monthly basis. Prime Contractors are also required to certify that all sub-contractors have been paid within seven (7) days of the Prime’s receipt of payment from the Sheriff’s Office. Failure to provide requested reports/documentation may constitute a material breach of contract, entitling the Sheriff’s Office to terminate the Contract for default or pursue other remedies. LSBE sub-contractors must submit a detailed report of their sub-contracting activity for each DeKalb County Sheriff’s Office contract they participate in. **Sample** Report Forms are attached as Exhibit C.

It is an objective of the DeKalb County Sheriff and DeKalb County Sheriff’s Office to provide maximum practicable opportunity for all businesses to participate in the performance of government contracts, including Local Small Business Enterprises (LSBE). To achieve this purpose, the DeKalb County Sheriff’s Office would like to track and record information about participating vendors. The attached “Exhibit A,” also records who performs work and renders services to the Sheriff’s Office.

COMPLETION OF THIS ENTIRE FORM IS MANDATORY
Failure to complete and submit this entire form may result in your bid/proposal being rejected.

“EXHIBIT A”

**SCHEDULE OF LOCAL SMALL BUSINESS ENTERPRISE PARTICIPATION
OPPORTUNITY TRACKING FORM**

As specified, Bidders and Proposers are to present the details of LSBE participation below:

PRIME BIDDER/PROPOSER _____ SOLICITATION NUMBER: _____

TITLE OF UNIT OF WORK _____

1. My firm, as the prime bidder/proposer on this unit of work, is a (check all that apply):
 LSBE-DeKalb LSBE-MSA
2. If you are a LSBE, please indicate below the portion of work (including the percentage of the amount bid/proposal) that your firm will carry out directly: _____
3. If the prime bidder/proposer is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the LSBE joint venture firm. _____

LSBE subcontractors and/or firms (including suppliers) to be utilized in performance of this contract, if awarded.
No changes can be made in the subcontractors listed below without the prior written approval of the Sheriff's Office.

Please attach a signed letter of intent from all LSBEs describing the work, materials, equipment or services to be performed and/or provided and the agreed upon dollar value. A Letter of Intent form is attached hereto as Exhibit “B”.

- Name of Contractor _____
Address _____
Contact Person _____ Telephone _____
Fax _____ Email _____
Check all that apply: LSBE-DeKalb, LSBE-MSA, ; Attach proof of LSBE, MSA.
Type of Work/Contract Item _____
Percentage of Work or Estimated Contract Award Amount to be performed _____

- Name of Contractor _____
Address _____
Contact Person _____ Telephone _____
Fax _____ Email _____
Check all that apply: LSBE-DeKalb, LSBE-MSA, Attach proof of LSBE certification.
Type of Work/Contract Item _____
Percentage of Work or Contract Award Amount to be performed _____

(Please use separate page to list additional LSBE subcontractors and/or firms [including suppliers] to be utilized in performance of this contract, if awarded.)

COMPLETION OF THIS ENTIRE FORM IS MANDATORY
Failure to complete and submit this entire form may result in your bid/proposal being rejected.

**DEKALB COUNTY SHERIFF’S OFFICE
CHECKLIST FOR GOOD FAITH EFFORTS**

A bidder/proposer that does not meet the owner’s LSBE participation benchmark is required to demonstrate that it made “good faith efforts.” Please indicate whether or not any of these actions were taken.

- | | <u>Yes</u> | <u>No</u> | |
|----|------------|-----------|--|
| 1. | ___ | ___ | Advertisement for solicitation of Local Small Business Enterprises in general circulation media, trade association publications, and minority-focus media, to provide notice of sub-contracting opportunities. |
| 2. | ___ | ___ | Advertisement in general circulation media at least seven (7) calendar days prior to bid or proposal opening any and all sub-contractor opportunities. Proof of advertisement must be submitted with the bid or proposal. |
| 3. | ___ | ___ | Provided interested LSBEs with timely, adequate information about the plans, specification, and other such requirements of the contract to facilitate their quotation and conducted follow up to initial solicitations. |
| 4. | ___ | ___ | Provided written notice to LSBEs that their interest in sub-contracting opportunities or furnishing supplies is solicited. Provide a contact log showing the name, address, email and contact number (phone or fax) used to contact the proposed subcontractors, nature of work requested for quote, date of contact, the name and title of the person making the effort and the amount of the quoted price if one was obtained. |
| 5. | ___ | ___ | Efforts made to divide the work for LSBE sub-contracting in areas likely to be successful and identify portions of work available to LSBEs consistent with their availability. Include a list of divisions of work not subcontracted and the corresponding reasons for not including them. The ability or desire of a bidder/proposer to perform the work of a contract with its own organization does not relieve it of the responsibility to make good faith efforts on all scopes of work subject to subcontracting. |
| 6. | ___ | ___ | Efforts made to assist potential LSBE sub-contractors meet bonding, insurance or other governmental contracting requirements. Where feasible, facilitating the leasing of supplies or equipment when they are of such a specialized nature that the LSBE(s) could not readily and economically obtain them in the marketplace. |
| 7. | ___ | ___ | Utilization of services of available minority community organizations, minority contractor groups and other organizations that provide assistance in the recruitment and placement of LSBEs. |
| 8. | ___ | ___ | Joint venture opportunities. |
| 9. | ___ | ___ | Other actions (specify): _____ |

Please explain any “no” answers (by number)

This list is a guideline and by no means exhaustive. The Sheriff’s Office will review these efforts, along with other documents, towards assessing the bidder/proposer’s efforts to meet the owner’s LSBE Participation benchmark.

COMPLETION OF THIS ENTIRE FORM IS MANDATORY
Failure to complete and submit this entire form may result in your bid/proposal being rejected.



**“EXHIBIT B”
LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR
OR
PROVIDE MATERIALS OR SERVICES**

This form **must** be completed by ALL known sub-contractors and submitted with the bid/proposal. Photocopies of this form are acceptable. Complete a form for each sub-contractor.

To: _____
(Name of Prime Contractor Firm)

From: _____ LSBE
(Name of Subcontractor Firm)

ITB/RFP Number: _____

Project Name: _____

The undersigned is prepared to perform the following described work or provide materials or services in connection with the above project (specify in detail particular work items, materials, or services to be performed or provided):

Description of Materials or Services	Project Commence Date	% of Contract Award	Estimated Dollar Amount

Prime Contractor
Signature: _____

Sub Contractor
Signature: _____

Title _____

Title _____

Date _____

Date _____

Please Submit Form with Bid Documents

COMPLETION OF THIS ENTIRE FORM IS MANDATORY
Failure to complete and submit this entire form may result in your bid/proposal being rejected.



EXHIBIT "C"

Page 1.

PRIME CONTRACTOR LSBE UTILIZATION REPORT

Please complete a separate form for each contract.

This report **must** be submitted with each request for payment, and not less than monthly, along with a copy of your monthly invoice (schedule of values/payment application) to the DeKalb County Sheriff's Office. Failure to comply may result in the Sheriff's Office commencing proceedings and/or pursuing any other available legal remedy. Sanctions may include the suspending of any payment or part thereof, termination or cancellation of the contract, and the denial of participation in any future contracts awarded by the DeKalb County Sheriff's Office.

	PRIME CONTRACTOR	Contract Award Amount	% Complete to Date
Name:			
Address:			
Telephone #		Fax #	Email

REPORTING PERIOD (From _____ To _____)	
PROJECT NAME:	
ITB/RFP NUMBER:	
CONTRACT NUMBER:	SAMPLE
PROJECT LOCATION:	

ANY CHANGE ORDER AMOUNT AFFECTING SUB-CONTRACTOR UTILIZATION: \$ _____

AMOUNT OF REQUISITION THIS PERIOD: \$ _____

TOTAL AMOUNT REQUISITIONED TO DATE \$ _____

SUB-CONTRACTOR UTILIZATION (add additional rows as necessary)

Name of Sub-Contractor	Description of Work	Amount of Sub-Contract	Amount Paid This Period	Amount Paid To Date

Executed By: _____
(Signature)

_____ (Printed Name)

Date: _____

Return Completed Form to:
DeKalb County Sheriff's Office
4415 Memorial Drive, Decatur, Georgia 30032
404-298-8100 (telephone) 404-298-8101 (fax)



EXHIBIT "C"

Page 2.

LSBE SUB-CONTRACTOR REPORT
Please complete a separate form for each contract.

This report **must** be submitted by the 10th of each month, along with a copy of your monthly invoice and copies of any checks/payments to the DeKalb County Sheriff's Office. Failure to comply may result in de-certification and the denial of participation in any future contracts awarded by the Sheriff's Office.

	SUB-CONTRACTOR	Sub-Contract Award Amount	% Complete to Date
Name:			
Address:			
Telephone #		Fax #	Email

PRIME CONTRACTOR:	
CONTRACT NUMBER::	
ITB/RFP NUMBER:	SAMPLE
PROJECT LOCATION:	

ANY CHANGE ORDER AMOUNT AFFECTING SUB-CONTRACTOR UTILIZATION: \$ _____

Date of Work	Description of Work	Current Amount Invoiced	Amount Paid To Date	Outstanding Payments/ Past Due Amount
TOTALS				

Executed By: _____ Date: _____
 (Signature) (Printed Name)

Notary: _____ My Commission Expires _____

Return Completed Form to:
 DeKalb County Sheriff's Office
 4415 Memorial Drive, Decatur, Georgia 30032
 404-298-8100 (telephone) 404-298-8101 (fax)

**DEKALB COUNTY SHERIFF'S OFFICE
DECATUR, GEORGIA**

**ADDITIONAL INSTRUCTIONS, TERMS, AND CONDITIONS
APPLICABLE TO BLANKET PURCHASE AGREEMENTS AND SERVICE CONTRACTS**

1. PRICE REDUCTIONS:

If at any time after the date of the bid or offer, the Contractor makes a general price reduction in the comparable price of any article or service covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to the contract for the duration of the contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For purpose of this provision, a "general price reduction" shall mean any reduction in the price of an article or service offered:

- (1) To Contractor's customers.
- (2) In the Contractor's price schedule for the class of customers; i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this contract.

An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The Contractor shall invoice the Sheriff's Office at such reduced price indicating on the invoice that the reduction is pursuant to the "Price Reductions" article of the contract provisions.

2. DELIVERIES BEYOND THE CONTRACTUAL PERIOD - PLACING OF ORDERS.

In accordance with the Scope of Contract clause, this contract covers all requirements that may be ordered, as distinguished from delivered, during the contract term. This is for the purpose of providing continuity of supply by permitting the DeKalb County Sheriff's Office to place orders as requirements arise in the normal course of supply operations. Accordingly, any order mailed (or received, if forwarded by other means than through the mail) to the Contractor on or before the expiration date of the contract, and providing for delivery within the number of *days* specified in the contract, shall constitute a valid order.

BRAND NAME OR TRADE NAME/MARK INSTRUCTIONS

1. If items in this Invitation to Bid have been identified, described or referenced in the Invitation to Bid by a "brand name" the or Trade Name/Mark description, such identification is intended to be descriptive, but not restrictive, and is to indicate quality and characteristics of products that maybe offered. Products may be considered for award if such products are *clearly* identified in the bids and are determined by the DeKalb County Sheriff's Office to meet its needs in all respects.
2. Unless the bidder clearly indicates in his bid that he is offering a product of another name or manufacturer, his bid may be considered as offering the item exactly as referenced in the Invitation to Bid.
3. (a) If the bidder proposes to furnish another product, the Brand/Trade name, if any, of the product to be furnished shall be inserted in the space provided in the Invitation to Bid, or such product shall be otherwise clearly identified in the bid. The evaluation of bids and the determination as to equality of the product offered shall be the responsibility of the Sheriff's Office and will be based on information furnished by the bidder or identified in his Bid as well as other information reasonably available to the Sheriff's Office. The decision of the Sheriff's Office is to be final. **CAUTION TO BIDDERS:** The Sheriff's Office is not responsible for locating or securing any information which is not identified in the bid and reasonably available to the Sheriff's Office. Accordingly, to insure that sufficient information is available, the bidder must furnish as a part of his bid all descriptive material (such as cuts, illustrations, drawings, or other information) necessary for the Sheriff's Office to (i) determine whether the product offered meets the requirements of the Invitation to Bid and (ii) establish exactly what the bidder proposes to furnish and what the Sheriff's Office would be binding itself to purchase by making an award. The information furnished may include specific references to information previously furnished or to information otherwise available to the Sheriff's Office.
- (b) If the bidder proposes to modify a product so as to make it conform to the requirements of the Invitation to Bid, he shall (i) include in his bid a clear description of such proposed modifications and (ii) clearly mark any descriptive material to show the proposed modifications.
- (c) Modifications proposed after bid opening to make a product conform to a brand name product referenced in the Invitation to Bid will not be considered.
4. The purchase of any item by the Sheriff's Office, as a result of this Invitation, is not a judgment of one product against another except as it applies to the need and use of the Sheriff's Office at this time for this purpose, price and other factors considered.

DEKALB COUNTY SHERIFF'S OFFICE
 DECATUR, GEORGIA

BIDDING INSTRUCTIONS, TERMS AND CONDITIONS
 (SUPPLY CONTRACT)

1. PREPARATION OF BIDS:

- (a) Bidders are expected to examine the drawings, specifications, Schedule, and all *instructions*. Failure to do so will be at the bidder's risk.
- (b) Each bidder *shall* furnish the information required by the bid form. The bidder shall sign the bid and print or type his name on the Schedule and each Continuation Sheet thereof on which bidder makes an entry. Erasures or other changes must be initialed by the person signing the bid. Bids signed by an agent are to be accompanied by evidence of *his or her* authority unless such evidence has been previously furnished to the issuing office.
- (c) Unit price for each unit bid on *shall* be shown and such price *shall* include packing unless otherwise specified. A total *shall* be entered in the Amount column of the *Schedule* for each item bid on. In case of discrepancy between a unit price and extended price, the unit price will be presumed to be correct.
- (d) When not otherwise specified, bidder must definitely state time of proposed delivery.
- (e) **TIME OF DELIVERY:** Do not use-words such as: "Immediate", "As soon as Possible", etc.; state the *exact earliest* date or the minimum number of calendar days required after receipt of order. (If calendar days are used: Saturday, Sunday, and *holidays* are to be included in the number.)

2. EXPLANATIONS TO BIDDERS:

Any explanation desired by a bidder regarding the meaning or interpretation of the Invitation to Bid, drawings, specification, etc., must be requested in writing and with sufficient time *allowed* for a *reply* to reach bidders before the submission of their bids. If any statement in the bidding documents, specifications, plans, etc., appear ambiguous to the bidder, the bidder is specifically instructed to make a written request to the DeKalb County Sheriff's Office as *outlined* in the preceding sentences. Any information given to a prospective bidder concerning *Invitations to Bid* will be furnished to all prospective bidders, as an addendum to the Invitation, if such information is necessary to bidders in submitting bids on the Invitation or if the lack of such information would be prejudicial to uninformed bidders. Receipt of addenda by a bidder must be acknowledged on the bid or by letter received before the time set for opening bids. **Oral explanations or instructions given before the award of the contract will not be binding.**

3. SUBMISSION OF BIDS:

- (a) Bids and modifications thereof shall be enclosed in sealed envelopes, addressed to the office in the Invitation to Bid, with the name and address of the bidder, the date and hour of opening, and the invitation number on the face of the envelope. Telegraphic bids and facsimile bids will not be considered.
- (b) Samples of items, when required, must be submitted within the time specified, and unless otherwise specified by the DeKalb County Sheriff's Office, at no expense to the DeKalb County Sheriff's Office. If not destroyed by testing, samples will be returned at bidder's request and expense, unless otherwise specified by the Invitation.
- (c) Items offered must at least meet specifications called for and must be of quality which will adequately serve the use and purpose for which intended.
- (d) Full identification of each item bid upon, including brand name, make, model, catalog number must be furnished if needed, to identify exactly what bidder is offering. Cuts or other literature may be furnished. (Use additional sheets if needed.)
- (e) The bidder represents that the article(s) to be furnished under this Invitation to Bid is (are) new and that the quality has not deteriorated so as to impair its usefulness.
- (f) Bids cannot be withdrawn or corrected after opening (except reductions and changes by successful bidder, which would be to the advantage of the Sheriff's Office, which may or may not be considered by the Sheriff's Office).
- (g) Be sure to sign bids. Unsigned bids will not be considered (except in cases where bid is enclosed with other papers which have been signed and this determination is to be made by the DeKalb County Sheriff's Office).
- (h) **TAXES:** If Federal Excise tax applies: show amount and deduct. DeKalb County Sheriff's Office is exempt from Federal Excise tax and Georgia Sales tax.
- (i) **DELIVERY MAY BE TESTED.** Since tests may require several days for completion. the Sheriff's Office reserves the right to use a portion of any supplies before the results of the tests are known: without prejudice to any final adjustments: rejecting the unused portion of the delivery and payment will be made on an adjusted basis for the used portion The costs of inspections and tests of any item which fails to meet the advertised specifications shall be borne by the contractor.

3. SUBMISSION OF BIDS (continued):

- (j) **DEFAULT:** The award as a result of bids received under this invitation may be based in part on delivery factor. Accordingly should you fail to perform delivery within the time stated in your bid, you may then be declared in default of Contract. In such event the Sheriff's Office may then proceed to purchase in the open market the items from another source and charge your account and collect from you, as the defaulting supplier, the excess cost to the Sheriff's Office which resulted from such open market purchase.
- (k) **F.O.B. POINT:** Unless otherwise stated in the invitation and any resulting contract, or qualified by the bidder, all articles will be F.O.B. Destination, Freight Prepaid and Allowed. This shall include delivered, unloaded and placed in designated place.
- (l) **PATENT INDEMNITY:** Except as otherwise provided, the successful bidder agrees to indemnify the Sheriff's Office and its officers, agents and employees against liability, including costs and expenses for infringement upon any Letters Patent of the United States arising out of the performance of this Contract or out of the use or disposal by or for the account of the Sheriff's Office of supplies furnished or construction work performed hereunder.
- (m) **Submit bids in original ONLY.**

4. LATE BIDS AND MODIFICATIONS OR WITHDRAWALS. - Verify your quotations. Bids and modifications or withdrawals thereof received at the office designated in the Invitations to Bid after the exact time set for opening of bids will not be considered.

5. PAYMENT TERMS:

The payment terms adopted by DeKalb County Sheriff's Office are Net 30 unless otherwise established by law or by contract. **Bidders may obtain more favorable payment terms by offering time payment discounts when they submit their sealed bids.**

6. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION. - By submission of this bid, the bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization that in connection with this procurement:

- (a) The prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- (b) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly to any other bidder or to any competitor: and
- (c) No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.

7. AWARD OF CONTRACT:

- (a) The contract if *awarded* will be awarded to that responsible bidder whose bid will be most advantageous to the Sheriff's Office, price and other factors considered. The DeKalb County Sheriff's Office to make the determination.
- (b) The Sheriff's Office reserves the right to reject or accept any or all bids and to waive informalities, minor irregularities and technicalities in bids received, whichever is deemed to be in the best interest of the Sheriff's Office, and to re-advertise.
- (c) The Sheriff's Office may accept any item or group of items of any bid, unless the bidder qualifies his bid by specific limitations. **UNLESS OTHERWISE PROVIDED IN THE SCHEDULE, BIDS MAY BE SUBMITTED FOR ANY QUANTITIES LESS THAN THOSE SPECIFIED; AND THE DEKALB COUNTY SHERIFF'S OFFICE RESERVES THE RIGHT TO MAKE AN AWARD ON ANY ITEM FOR A QUANTITY LESS THAN THE QUANTITY BID UPON AT THE UNIT PRICES OFFERED UNLESS THE BIDDER SPECIFIES OTHER-WISE IN HIS BID.**

8. DEKALB COUNTY SHERIFF'S OFFICE -FURNISHED PROPERTY. - No material, labor, or facilities will be furnished by the DeKalb County Sheriff's Office unless otherwise provided for in the Invitation.

9. FAILURE TO BID. - In the event no bid is to be submitted, do not return the Invitation unless otherwise specified. Failure of the recipient to bid, or to notify the issuing office that future invitations are desired, may result in removal of the name of such recipient from the mailing list for the type of supplies covered by the Invitation.

10. Failure to observe any of the instructions and conditions in this Invitation to Bid may constitute grounds for rejection.

11. Items offered in this bid must comply with all Federal, State, and local laws and regulations as applicable on date of delivery.

INSURANCE REQUIREMENTS

IMPORTANT NOTICE

IMPORTANT NOTICE

IMPORTANT — PLEASE READ CAREFULLY & FOLLOW INSTRUCTIONS LISTED HEREIN

- I. If the DeKalb County Sheriff's Office sends you notice of Award on this bid, take this form to your insurance agent as this form contains requirements that may be non-standard in the insurance industry.
- II. Instruct your insurance agent that the DeKalb County Sheriff's Office requirements are listed in Section III, and that you *must* comply with these requirements before you may proceed with the work.
- III. Before the starting of any work, the successful contractor must furnish to DeKalb County Sheriff's Office certificates of insurance from companies doing business in Georgia and acceptable to the DeKalb County Sheriff's Office as follows:
 1. Certificates must cover Statutory Workers' Compensation Insurance.
 2. Certificates must cover Comprehensive Liability Insurance on all operations and automobiles.
 - a. With limit of \$300,000 each occurrence, inclusive of protection against bodily injury due to excavation, shoring, underpinning and blasting, to the extent to which such risks are present — general liability coverage, and with limits of \$100,000 each person and \$300,000 each occurrence — automobile liability coverage.
 - b. With limit of \$100,000 property damage each occurrence, inclusive of protection against damage due to excavation, shoring, underpinning and blasting, to the extent to which such risks are present — general liability coverage, and with limit of \$100,000 property damage each occurrence — automobile liability coverage.
 - c. "Umbrella" or "Excess" coverage cannot be used to reach the limits stated in a. and b.
 3. Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.
 4. Certificates to contain the location and operations to which the insurance applies.
 5. Certificates to contain successful contractor's protective coverage for any subcontractor's operations. If this coverage is included in General Liability, please indicate on the Certificate of Insurance.
 6. Certificates to contain successful contractor's contractual insurance coverage. If this coverage is included in the General Liability, please indicate this on the Certificate of Insurance.

(Continued)

7. Certificates are to be issued to:

DeKalb County Sheriff's Office
4415 Memorial Drive
Decatur, Georgia 30032

8. The successful contractor shall mail insurance documents listed in this form to:

DeKalb County Sheriff's Office
4415 Memorial Drive
Decatur, Georgia 30032

9. The successful contractor shall be wholly responsible for securing certificates of insurance coverage as set forth above from all subcontractors who are engaged in this work.

- IV. Ask your insurance agent to review the form after it is typed so that the form will not have to be returned because the typist omitted a policy number, some other obvious omission, or made a material typographical error.
- V. Either you or your insurance agent must mail or bring the certificate(s) to the address listed in Section III.8.
- VI. Thank you for your cooperation, as it will enable you to proceed with the work in an expeditious manner.

APPENDIX

LAYOUTS WITH DESCRIPTIONS AND SPECIFICATIONS FOR

PATCHES: ----ITEM NO. 29

**MINIMUM SPECIFICATIONS
DEKALB COUNTY SHERIFF PATCH
ITEM 29**

SPECIFICATIONS:

MATERIAL: Poly/Cotton Twill (Trigger Cloth)

SIZE: 4 ½” x 3 ½”

COLORS:

Background	-Navy Blue: Robinson Anton, Color Code 2503)
Lettering & Star	-Gold: (Gunold & Stickman, Color Code 1185)
Center Circle Fill	-Light Blue (Gunold & Stickman, Color Code 1028)
Border Merrow Edge	-Blue-Décor #6;(Madera, Color Code 1444)

BACKGROUND PATTERN: Horizontal Basket Weave Effect

BACKING: Plastic Heat Seal



**MINIMUM SPECIFICATIONS
DEKALB COUNTY SHERIFF PATCH
ITEM 29**

SPECIFICATIONS:

MATERIAL: Poly/Cotton Twill (Trigger Cloth)

SIZE: 4 ½” x 3 ½”

COLORS:

Background	-Navy Blue: Robinson Anton, Color Code 2503)
Lettering & Star	-Gold: (Gunold & Stickman, Color Code 1185)
Center Circle Fill	-Light Blue (Gunold & Stickman, Color Code 1028)
Border Merrow Edge	-Blue-Décor #6;(Madera, Color Code 1444)

BACKGROUND PATTERN: Horizontal Basket Weave Effect

BACKING: Plastic Heat Seal



**MINIMUM SPECIFICATIONS
SHERIFF'S "STAR" PATCH
ITEM 29**

SPECIFICATIONS:

DESCRIPTION: Letters and center to be Navy Blue-(Robinson Amon #2603);
Background and Logo to be Island Gold-(Gunold & Stickman Gold #1185);
Plastic Heat Sea backing;
Edges fused.



**MINIMUM SPECIFICATIONS
SERGEANT & CORPORAL CHEVRON PATCHES
ITEMS 29**

SPECIFICATIONS:

MATERIAL: Poly/Cotton Twill (Trigger Cloth)

SIZE: Sergeant: Chevron-3" x 3 3/4" (3 Stripes)
Corporal: Chevron-3" x 3" (2 Stripes)
Detention Officer III-3" x 2 1/2" (1 stripe)

DESCRIPTION: Background: Black Twill with edges embroidered with black thread;
Stripes: Island Gold (Gunold & Stickman Gold #1185);
Backing: Plastic Heat Seal

