



City of Rochester Hills
Solicitation for Quotation
Firefighter Work Boots and Shoes
SFQ-RH-12-052

Dated: July 17, 2012: The City of Rochester Hills is accepting quotations for the purchase of **Work Boots and Shoes** to be worn with daily work uniforms by the City of Rochester Hills Fire Department personnel. Agreement will be for a period of two (2) years with a one (1) year option to renew.

The City may modify the quote prior to the deadline for submission of proposals by issuance of an addendum to all parties who have been furnished the Quote for proposal purposes. The City of Rochester Hills officially distributes quote documents from the Purchasing Division or through the Michigan Intergovernmental Trade Network (MITN). Copies of quote documents obtained from any other source are not considered official copies. Only those vendors who obtain quote documents from either the Purchasing Division or the MITN System are guaranteed access to receive addendum information, if such information is issued. The first step to do business with the City is to become a registered vendor by visiting the City website at www.rochesterhills.org, click on **City Government, Departments, Purchasing, Bid Opportunities** and **link to MITN website**. Final quotation results will be posted on the MITN website after award.

If you are interested in providing a quotation, please fill in the following information and fax or mail no later than the due date of: **Tuesday, 31, 2012 @ 5:00 p.m.** All quotations should be directed to the attention of: Lisa Cummins, CPPB, Senior Purchasing Analyst, City of Rochester Hills, 1000 Rochester Hills Drive, Fiscal Team/Purchasing Division, Rochester Hills, MI 48309, Phone 248.841.2537; Fax 248.608.8178.

Scope of Work/Specifications

The City of Rochester Hills is accepting quotations for work boots and shoes for the Rochester Hills Fire Department. There are approximately 70 employees who need an initial pair of work boots or shoes to begin this program. In total there are approximately 90 employees that will be able to make purchases from the resultant agreement on an “as-needed” basis. Each employee will have their choice of any one pair of work boots or shoes as authorized by the City’s designated representative. Employees are not allowed to return the boots for a cash refund. Shipping charges must be included in your quoted unit prices for the boots. The City has selected seven (7) styles of boots and shoes that will meet the needs of these employees. The City will not accept quote responses that require a minimum order requirement.

Fitting Requirements:

The City prefers the vendor provide the City as requested, the specified work boots and shoes in sizes eight (8) to thirteen (13), for employee fitting purposes. The City agrees that as part of this fitting process that the work boots and shoes provided that fit the employee will be purchased by the City. Those sizes provided that do not fit an employee will be returned to the vendor unused. Charges shall not be incurred for those items returned. The City will not pay any additional charges for delivery or pick-up of the samples.



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If vendor is not able to meet the City's request to provide sample boots/shoes for sizing then the vendor must define a fitting program and return policy in the vendor's response.

Item 1: Bates® Durashock 8" Military-style boots with Side Zipper

- Fully grain leather and ballistic nylon
- Fiberglass shank is security friendly with no metal parts
- Oil and slip-resistant Bates® DuraShocks® Defender with maximum grip 360 degree lug outsole
- Side Zipper
- Must be Black in color

Item 2: Bates® 5" Ultra Lites™ Quarter Boot with Side Zipper

- Leather/1680 denier ballistic nylon uppers
- Non-metallic components
- Fiberglass shank
- Slip-resistant rubber outsole
- Side Zipper
- Must be Black in color

Item 3: Rocky Brand 10" Paratrooper Boots with Side Zipper (Mfg #2090)

- Contoured/Removable EVA Footbed
- Goodyear Welt Construction
- Rubber Lug Outsole
- Side Zipper
- Standard Lacing
- Full Grain Water Resistant Leather

Item 4: Rocky Brand 7" Paratrooper Boots with Side Zipper (Mfg #2091)

- Contoured /Removable EVA Footbed
- Goodyear Welt Construction
- Rubber Lug Outsole
- Side Zipper
- Standard Lacing
- Full Grain Water Resistant Leather

Item 5: Rocky Men's Slip Stop Oxford Slip On (Mfg #9111042)

- Slip On Shoe
- Polyurethane Insert
- SlipStop Molded EVA
- Rubber Outsole
- Padded Mesh Collar and Tongue



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- Full-Grain Water Resistant Leather

Item 6: Rocky Men's Athletic Oxford Slip Stop Oxford with laces (Mfg #0020341)

- Padded Mesh Collar and Tongue
- Polyurethane Insert
- Full-Grain Water Resistant Leather

Item 7: Athletic Oxford (Product Reference: Galls® Athletic Oxford)

- Traditional oxford
- Leather/nylon
- Water resistant
- Moisture wicking liner and removable insole to assist in keep feet dry
- Rubber outsole
- Must be Black in color

Contract Term/Renewal/Pricing

The contract shall be for two years from the date of award with an option to renew at expiration for an additional one-year period or less. There are no guaranteed quantities; however it is anticipated that the initial order from this contract will include approximately 70 pairs of boots or shoes. After the initial order, boots/shoes will be purchased on an as needed basis. The City will not be obligated to quantities, but will purchase boots on an as-needed basis and as funds are appropriated.

All prices shall be F.O.B. Destination and shall include all charges that may be imposed in fulfilling the terms of the contract. Prices/discounts shall remain firm for the duration of the contract unless otherwise stipulated.

The supplier warrants that the unit price stated herein shall remain firm for a period of not less than two (2) years from the first day of the contract period with an option to renew for one (1) additional year.

General Conditions

The City reserves the right to split or abstract any or all proposals and award multiple contracts from the same quotation, based on price, availability and services when in its judgment it best serves the City of Rochester Hills.

No Quote will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the City of Rochester Hills upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City of Rochester Hills.

The City of Rochester Hills reserves the right to reject any and all quotations and to waive any informality in the quotations received.



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The City of Rochester Hills reserves the right to terminate the contract without penalty upon thirty (30) days written notice due to poor performance or for reasons deemed to be in its best interest. A designated representative of the City of Rochester Hills will be solely responsible for determining acceptable performance levels. The City of Rochester Hills reserves the right to re-award the contract to the second most qualified quote, re-quote the contract or do whatever is deemed to be in its best interest.

Any deviation from the specifications must be noted in the Quote.

The City of Rochester Hills is exempt from all sales, excise and transportation taxes.

All correspondence or inquiries from interested vendors regarding this quotation shall be directed to the attention of Lisa Cummins, CPPB, Senior Purchasing Analyst, 1000 Rochester Hills Drive, Rochester Hills, Michigan 48309, 248-841-2537, cumminsl@rochesterhills.org.

Only those persons designated above are authorized to seek additional information from prospective vendors regarding their bid proposals. Correspondence or inquiries made directly to vendors regarding their quotes from all other persons are to be directed to those City employees designated above for appropriate review and response. All inquiries shall be made on or before Tuesday, July 24, 2012, at 12:00 noon (local time), in order that a written response in the form of an addendum can be processed before the quotes are opened. Inquires received after that date will not be considered.

Pricing

Prices shall be stated as specified in the Vendor Quote Form. In case of a discrepancy in computing the amounts of the quote, the unit price quoted will govern.

Quantities are not guaranteed. Purchases will be made by each department on an as-needed basis. The City reserves the right to increase or decrease the quantity at the unit price quoted as best fits its needs.

Award

The quote will be awarded to that responsible, responsive bidder whose quote, conforming to this solicitation, will be most advantageous to the City, price and other factors considered. The City reserves the right to accept or reject any or all quotes, in part or whole and to waive informalities and minor irregularities in bids received. Unless otherwise specified in the quotation document, the City reserves the right to accept any item in the quote on an individual basis. Bidders may submit quotes on any item or groups of items provided unit prices are clearly shown and a notation is made on the bid document clearly indicating Bidder's intent.



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Method of Payment

Payment shall be made from supplier's invoice submitted to cover items received and accepted during the billing period. Invoices must contain the blanket purchase order number under which the contract is awarded.

Partial and/or pre-payments are not authorized on individual written purchase orders issued for this procurement. Payment will be made upon final delivery and acceptance of all supplies ordered on each purchase order issued against the agreement. The City's payment terms are Net 30.

Hold Harmless

To the fullest extent permitted by law, Vendor agrees to defend, pay in behalf of, indemnify and hold harmless the City of Rochester Hills, its elected and appointed officials, employees and volunteers and others working in behalf of the City of Rochester Hills against any and all claims, demands, suits, or loss, including all costs and attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Rochester Hills, its elected and appointed officials, employees, volunteers or others working in behalf of the City of Rochester Hills by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the contract.



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QUOTE FORM

Item	Brand	Mfgr #	Item Description	Unit Cost
1	Bates	2260	Durashock 8" Military-style boots with Side Zipper	\$
2	Bates	2262	5" Ultra Lites™ Quarter Boot with Side Zipper	\$
3	Rocky	2090	10" Paratrooper Boots with Side Zipper	\$
4	Rocky	2091	7" Paratrooper Boots with Side Zipper	\$
5	Rocky	9111042	Athletic Oxford Slip On Men's Slip Stop Oxford	\$
6	Rocky	0020341	Athletic Oxford Men's Slip Stop Oxford with laces	\$
7	Galls	2K-FW050	Athletic Oxford	\$

Unit prices stated will be firm for a period of two (2) years from date of award. The City reserves the right to extend the initial contract term for a third year under the same terms and condition by mutual agreement between the City and the vendor.

Delivery & Service:

How are deliveries handled (third-party, company vehicle, etc)? _____

**If quoting vendor ships using company vehicles proof of insurance may be required*

Deliveries will be made within _____ calendar days after receipt of order

Vendor business hours are from _____ a.m. to _____ p.m. _____ days per week.

Vendor agrees that if awarded the contract they will provide various sizes of each work boot and shoe quoted for employee sizing purposes. Yes No

If No, describe how vendor will accommodate fitting employees for work boots and shoes:

Describe the vendor's return policy:

Does your company charge a restocking fee? YES NO

If yes, what is the fee: _____



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Additional information:

Are there any exceptions to specifications? If so, please state:

Initial to acknowledge that delivery is to be FOB – no additional delivery charges _____

Does your company accept MasterCard for payment? Yes No

If yes, please state any discounts for prompt payment, or additional fees for utilizing this payment method:

Payment Method: Please select company’s desired payment method:
____ Check – minimally 60 days from receipt of order
____ ACH – 45 days from receipt of invoice
____ Credit Card – 20 days from receipt of invoice

The undersigned hereby declares that he/she has carefully examined the general conditions and specifications and will provide product and services as described herein for the price set forth in this quotation. Any changes to the specifications and its impact on the final cost will be discussed and mutually agreed upon before the delivery of the services.

It is understood that all proposed prices shall remain in effect for at least ninety (90) days from the date of the quotation opening to allow for the award and that, if chosen the successful vendor, the prices will remain firm through invoice.

By submission of a response, the Vendor agrees that at the time of submittal, he/she: (1) has no interest (including financial benefit, commission, finder’s fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Vendor’s services, or (2) benefit from an award resulting in a “Conflict of Interest.” A “Conflict of Interest” shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the City of Rochester Hills. Vendors shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that the City, at its discretion may reject their proposal.



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The submission of a proposal hereunder shall be considered evidence that the vendor is satisfied with respect to the conditions to be encountered and the character, quantity and quality of the work to be performed.

The vendor affirms that he/she is duly authorized to execute this quotation, that this company, corporation, firm partnership or individual has not prepared this proposal in collusion with any other proposer and that the contents of this proposal as to prices, terms or conditions have not been communicated by the undersigned, nor by any employee or agent, to any competitor, and will not be, prior to the award and the proposer has full authority to execute any resulting contract awarded as a result of, or on basis of the proposal. The submission of a proposal hereunder shall be considered evidence that the proposer is satisfied with respect to the conditions to be encountered and the character, quantity and quality of the work to be performed.

VENDOR INFORMATION

COMPANY NAME: _____

AUTHORIZED REPRESENTATIVE'S NAME: _____

SIGNATURE: _____ TITLE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____

EMAIL ADDRESS: _____

DATE: _____