1340 Russell Cave Road Lexington, KY 40505

Lindsay Rose, Contract Management
Rose-Lindsay@galls.com
859-800-1402

City of Tampa Police Department- Web-Based Uniform Purchasing System RFP #81100920
10/26/2020 @ 1pm

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(Remainder of Page Intentionally Left Blank)

ATTACHMENT A - PROPOSAL SUBMITTAL CHECK LIST

The Proposer is cautioned to read and become familiar with all sections of the City of Tampa's (City) RFP package. Failure to do so may result in the submission of an irregular RFP response by the Proposer resulting in its possible rejection by the City. The following itemized checklist identifies various items that are mandatory requirements in order to accept the Proposer's response to the City's RFP. No representation is made that the following checklist is a complete guide to every requirement for consideration by the Proposer.

It is the responsibility of the Proposer to complete the Check List, identify the proposal page number and submit in the proposal under Section II. General Conditions, Section 3. Content of Proposal.

	PAGE NUMBER IN PROPOSAL
SECTION I.	
SUBSECTION 6. QUALIFICATIONS, SCOPE OF SERVICES,	Tab #4
SUBSECTION 6. TECHNICAL REQUIREMENTS	Tab #7
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ATTACHMENT C. COST SUMMARY FORM	Tab# 10
ATTACHMENT D. FUNCTIONAL CAPABILITIES QUESTIONNAIRE	Tab #11
SECTION III. PROPOSER'S AFFIRMATION FORM Form is filled out, executed and notarized.	Tab#11
SECTION III. PROPOSAL SIGNATURE FORM Form is filled out and executed.	Tab# 12
SECTION IV. SUB-CONTRACTING FORMS **Form MBD 10 - Solicited** Form is filled out and executed.	Tab# 8
Form MBD 20 - Utilized Form is filled out and executed.	Tab #8

Failure to submit these forms shall result in your bid being deemed as "non-responsive"

Proposal is submitted in the format required under Section 3. Content of Proposal?	Yes

City of Tampa
Jane Castor, Mayor

Purchasing Department
Gregory K. Spearman, CPPO, Director
306 E. Jackson Street, 2E
Tampa, Florida 33602

Office (813) 274-8351
Fax: (813) 274-8355

ALL FIRMS ON BID LIST

REF:	City of Tampa RFP, dated	**September 10, 2020**
	RFP for Furnishing:	**81100920** **WEB BASED UNIFORM PURCHASING SYSTEM FOR TAMPA POLICE DEPARTMENT**
	To Be Opened:	**October 9, 2020 @ 1:00 PM**
SUBJECT:	**ADDENDUM NO. 1**	**September 21, 2020**

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1. **Please replace page 3. Table of Contents with the attached Table of Contents marked Addendum #1.**
2. **Attachment C includes the Cost Summary Forms that were referenced in Attachment E.**
3. **Please see Attachments C, D, F, and H that were not included in the original RFP package.**
4. **Attachments C and D are provided in Microsoft Excel format and will be uploaded separately as an attachment to this Addendum.**

Acknowledgement of this Addendum is required if a proposal is being submitted. Refer to the RFP package under Section 3, Contents of Proposals, Subsection 3.2, Tab 1. Addenda.

Sincerely,

Gregory K. Spearman, CPPO

Gregory K. Spearman, CPPO
Director of Purchasing

ME/lw

Information Security Policies

Cloud Hosting Policy

Policy #	PL-10.2.1	Effective Date	9/15/2014	Email	securityoffice@tampagov.net
Version	1.2	Contact	Zinaich, Martin	Phone	813.274.8547

OVERVIEW

Cloud and offsite hosting offer a credible alternative to traditional IT delivery models. Cloud and offsite hosting can provide benefits such as rapid delivery, enhanced scalability, agility and new funding models. This policy provides a way for the City of Tampa to utilize offsite-hosting facilities to include Software as a Service (SaaS), Platform as a Service (PaaS), and Infrastructure as a Service (IaaS) – referred to as "Cloud and Offsite Hosting Services" in the remainder of this policy.

PURPOSE

This policy establishes the technical terms and conditions for cloud or offsite Service Providers and services. All IT-related RFPs, Contracts, etc. must abide by this policy. These technical terms and conditions will help to protect City departments by mitigating the risks associated with entrusting the City's data to a third party.

SCOPE

- This Policy is applicable to all users of the City of Tampa communications and computing resources.
- Terms and Conditions Clauses 1-10 are mandatory for every engagement. The city will review any exceptions taken and, at its sole discretion, may deem such exceptions as unacceptable, non-compliant, and nonresponsive
- Terms and Conditions Clauses 11-23 are preferred but not mandatory. The applicability of each depends on the nature of engagement and will be negotiated in the final contract.
- Additional Terms and Conditions may be negotiated to meet the demands of a particular engagement, and will be identified in the final contract.

TERMS AND CONDITIONS CLAUSE 1 (MANDATORY)

The Service Provider shall have a fully implemented information security program to protect City of Tampa information assets, and provide a high-level overview of that program to the City of Tampa Information Security Office.

TERMS AND CONDITIONS CLAUSE 2 (MANDATORY)

The City of Tampa shall own all right, title and interest in its data that is related to the services provided by this contract. The Service Provider shall not access City of Tampa User accounts, or City of Tampa Data, except (i) in the course of data center operations, (ii) response to service or technical issues, (iii) as required by the express terms of the contract, or (iv) at City of Tampa's written request.

TERMS AND CONDITIONS CLAUSE 3 (MANDATORY)

Protection of personal privacy and sensitive data shall be an integral part of the business activities of the Service Provider to ensure that there is no inappropriate or unauthorized use of City of Tampa information at any time. To this end, the Service Provider shall safeguard the confidentiality, integrity, and availability of City information and comply with the following conditions:

a) Personal information obtained by the Service Provider shall become and remain property of the City of Tampa.
b) At no time shall any data or processes which either belongs to or are intended for the use of the City of Tampa or its officers, agents, or employees, be copied, disclosed, or retained by the Service Provider or any party related to the Service Provider for subsequent use in any transaction that does not include the City of Tampa.
c) The Service Provider shall not use any information collected in connection with the service issued from this proposal for any purpose other than fulfilling the service.
d) The Service Provider shall encrypt all non-public data in transit to the cloud during the life of the contract. Reference: Fla. Stat. § 501.171
e) For engagements where the Service Provider stores sensitive personally identifiable or otherwise confidential information, this data shall be encrypted at rest. Examples are Social Security Number, Date of Birth, Driver's License number; passwords, financial data, and federal/state tax information.

TERMS AND CONDITIONS CLAUSE 4 (MANDATORY)

The Service Provider shall not store or transfer non-public City of Tampa data outside of the United States without the written consent of the City. This includes backup data and Disaster Recovery locations.

TERMS AND CONDITIONS CLAUSE 5 (MANDATORY)

The Service Provider shall provide written notice to the City of Tampa of any actual security breach that jeopardizes the City of Tampa data or processes. This notice shall be given to the City of Tampa within 24 hours of its discovery. Full disclosure of the jeopardized data shall be made. In addition, the Service Provider shall inform the City of Tampa of the actions it is taking or will take to reduce the risk of further loss to the City.

TERMS AND CONDITIONS CLAUSE 6 (MANDATORY)

Florida law requires public breach notification when citizen personally identifiable information is lost or stolen. Reference: FL Stat., Sec. 501.171

All communication shall be coordinated with the City of Tampa. When the Service Provider is liable for the loss, the City of Tampa shall recover all costs of response and recovery from the breach.

TERMS AND CONDITIONS CLAUSE 7 (MANDATORY)

The Service Provider shall contact the City of Tampa upon receipt of any electronic discovery, litigation holds, discovery searches, and expert testimonies related to, or which in any way might reasonably require access to the data of the City. The Service Provider shall not respond to subpoenas, service of process, and other legal requests related to the City of Tampa without first notifying the City unless prohibited by law from providing such notice.

TERMS AND CONDITIONS CLAUSE 8 (MANDATORY)

In the event of termination of the contract, the Service Provider shall implement an orderly return of City of Tampa data in a City-defined format and the subsequent secure disposal of City of Tampa data.

Suspension of services:
During any period of suspension, the Service Provider shall not take any action to erase any City of Tampa data.

Termination of any services or agreement in entirety:
In the event of termination of any services or agreement in entirety, the Service Provider shall not take any action to erase City of Tampa data for a period of 90 days after the effective date of the termination. After such 90 day period, the Service Provider shall have no obligation to maintain or provide any City of Tampa data and shall thereafter, unless legally prohibited and subject to applicable law, destroy all City of Tampa data in its systems or otherwise in its possession or under its control.

Post-Termination Assistance:
The City of Tampa shall be entitled to any post-termination assistance generally made available with respect to the Services unless a unique data retrieval arrangement has been established as part of a Service Level Agreement.

Secure Data Disposal
When requested by the City of Tampa, the provider shall destroy all requested data in all of its forms, for example: disk, CD/DVD, backup tape, and paper. Data shall be permanently deleted and shall not be recoverable, according to National Institute of Standards and Technology (NIST) approved methods and certificates of destruction shall be provided to the City of Tampa.

TERMS AND CONDITIONS CLAUSE 9 (MANDATORY)

The Service Provider shall conduct criminal background checks on all staff, including sub-contractors, utilized to fulfill the obligations of the contract. If any staff being utilized to fulfill the obligations of the contract have criminal convictions or pending litigation, including but not limited to dishonesty or criminal fraud, the service provider shall notify the City of Tampa

Employment Services Manager or the City of Tampa Information Officer. The Service Provider shall promote and maintain an awareness of the importance of securing the City of Tampa's information among the Service Provider's employees and agents.

TERMS AND CONDITIONS CLAUSE 10 (MANDATORY)

The Service Provider shall comply with the Florida public records law (Chapter 119, Florida Statutes), including Section 119.0701, Florida Statutes, if such laws are applicable to the Service Provider's performance.

The Service Provider must manage the City of Tampa's public records in accordance with all applicable records management laws and regulations, including those set forth by the State of Florida's Division of Library and Information Services of the Department of State. Reference: Fla. Stat. § 119.021

TERMS AND CONDITIONS CLAUSE 11

The Service Provider shall allow the City of Tampa access to system security logs, latency statistics, etc. that affect this engagement, its data and or processes. This includes the ability for the City of Tampa to request a report of the records that a specific user accessed over a specified period.

TERMS AND CONDITIONS CLAUSE 12

The Service Provider shall allow the City of Tampa to audit conformance to the contract terms. The City of Tampa may perform this audit or contract with a third party at its discretion and at the City's expense.

TERMS AND CONDITIONS CLAUSE 13

The Service Provider shall perform an independent audit of their data centers at least annually at their expense, and provide a redacted version of the audit report upon request. The Service Provider may remove their proprietary information from the redacted version. For example, a Service Organization Control (SOC) 2 audit report would be sufficient.

TERMS AND CONDITIONS CLAUSE 14

Advance notice (to be determined at contract time) shall be given to the City of Tampa of any major upgrades or system changes that the Service Provider will be performing. A major upgrade is a replacement of hardware, software or firmware with a newer or better version, in order to bring the system up to date or to improve its characteristics and usually includes a new version number. The City of Tampa reserves the right to defer these changes if desired.

TERMS AND CONDITIONS CLAUSE 15

The Service Provider shall disclose its non-proprietary security processes and technical limitations to the City of Tampa such that adequate protection and flexibility can be attained between the City of Tampa and the Service Provider. For example, virus checking and port sniffing – the City of Tampa and the Service Provider shall understand each other's roles and responsibilities.

TERMS AND CONDITIONS CLAUSE 16

The Service Provider shall enforce separation of job duties, require commercially reasonable non-disclosure agreements, and limit staff access of customer data to that which is absolutely needed to perform job duties.

TERMS AND CONDITIONS CLAUSE 17

The City of Tampa shall have the ability to import or export data in piecemeal or in entirety at its discretion without interference from the Service Provider. This includes the ability for the City of Tampa to import or export data to/from other Service Providers.

TERMS AND CONDITIONS CLAUSE 18

The Service Provider shall be responsible for the acquisition and operation of all hardware, software and network support related to the services being provided. The technical and professional activities required for establishing, managing, and maintaining the environment are the responsibilities of the Service Provider. The system shall be available 24 hours per day, 365 days per year basis (with agreed- upon maintenance downtime), and providing service to customers as defined in the Service Level Agreement.

TERMS AND CONDITIONS CLAUSE 19

The Service Provider shall identify all of its strategic business partners related to services provided under this contract, including but not limited to, all subcontractors or other entities or individuals who may be a party to a joint venture or similar agreement with the Service Provider, who will be involved in any application development and/or operations.

The City of Tampa shall be notified, in advance, if any City of Tampa services or data are to be subcontracted to a third party. The Service Provider shall not subcontract any of its rights and obligations under its contract with the City of Tampa without the written consent of the City.

TERMS AND CONDITIONS CLAUSE 20

The City shall have the right at any time to require that the Service Provider remove from interaction with City data any Service Provider representative who the City believes is detrimental to its working relationship with the Service Provider. The City will provide the Service Provider with notice of its determination, and the reasons it requests the removal. If the City signifies that a potential security violation exists with respect to the request, the Service Provider shall immediately remove such individual. The Service Provider shall not assign the person to any aspect of the contract or future work orders without the City's consent.

TERMS AND CONDITIONS CLAUSE 21

The Service Provider shall provide a business continuity and disaster recovery plan upon request and ensure that the City's Recovery Time Objective (RTO) and Recovery Point Objective (RPO) is met, as defined in the contract.

TERMS AND CONDITIONS CLAUSE 22

The Service Provider shall use web services exclusively to interface with the City's data in near real-time when possible.

TERMS AND CONDITIONS CLAUSE 23

The Service provider shall encrypt all City of Tampa non-public data that resides on any Service Provider's mobile devices during the life of the contract.

REFERENCES

Fla. Stat. Chapter 119

Fla. Stat. § 501.171

ISO 27002: (s)10.2.1

APPROVAL AND OWNERSHIP

Created By	Title	Date	Signature
Zinaich, Martin	ISO	9/15/2014	Martin Zinaich
Approved By	**Title**	**Date**	**Signature**
Huapert, Russell	CIO	9/15/2014	Russell Hampert

REVISION HISTORY

Version	Revision Date	Review Date	Description
1.0			Original Publication
1.1	6/27/2018	6/27/2018	Clause 6 - Florida Statute 817.5681 has been repealed and replaced with FL Stat., Sec. 501.171
1.2	8/27/2020	8/27/2020	Updated Scope definition T&Cs for Clauses 1-10 to allow review for exceptions

Note: A hard copy of this document is for reference only and the latest approved version is located on the City of Tampa Intranet – Information Security Office site (Permalink)

502 UNIFORM AND EQUIPMENT

I. PURPOSE: To establish policy designed to regulate the official wear of the authorized police uniform, uniform accessories, and authorized equipment.

II. SCOPE: This standard operating procedure shall apply to all sworn members of the Tampa Police Department, including Reserve Officers.

III. DISCUSSION: An officer's uniform and equipment are a reflection of the level of professionalism and pride associated with the organization. The uniform not only represents authority but identifies the officer as an official representative of the department. The uniform will not be worn in any manner that violates the spirit of this procedure and/or may bring discredit upon the department. No unauthorized patches, decals, insignia, markings or objects maybe affixed to the uniform without the permission of the Chief of Police.

IV. DEFINITIONS:

A. Dress Uniform: For majors and above, long-sleeve, midnight blue shirt with buttons on the shirt pockets and epaulets corresponding to rank, tie, stripe-less trousers, and midnight blue, eight-point cap with corresponding rank shield/braid.

B. Formal Uniform: For majors and above, black, three-button, dress coat, black service cap with corresponding rank shield and gold braid and buttons, black trousers or skirt, white long-sleeve shirt or blouse, and black tie or female black crossover tie.

C. Primary Duty Uniform: For all officers, the primary duty uniform will consist of the midnight blue long or short sleeve shirt, worn open-collar, with appropriate insignia, and midnight blue trousers. If required, the uniform cap will be the midnight blue, eight-point cap with corresponding rank shield/buttons.

D. Utility/Training Uniform: For all officers, the primary Training uniform will consist of a grey T-shirt (short-sleeve and long-sleeve--worn at the option of the officer) with an imprinted badge on the left breast and "Police" on the back. The Training uniform will also include navy tactical (BDU style) pants.

For all officers (Lieutenants and below), the primary Utility uniform will be the navy tactical pants with matching long-sleeve tactical shirt. This uniform must be authorized by the Chief to be worn in special circumstances to include hurricane and other disaster relief situations, search and rescue operations, and others as designated by the Chief.

E. Service Awards, and Appurtenances:

1. Service awards are issued for recognition of personal and/or unit merit and accomplishment that are authorized by the Chief of Police for wear on the uniform.

2. Appurtenances are devices affixed to service awards. They are worn to denote additional awards in lieu of duplicating the wear of identical awards bars.

V. PROCEDURES: The following describes the approved official uniforms, badges, insignia, accessories, and equipment of the Tampa Police Department, including the wearing of the uniforms and plainclothes which shall consist of and be limited as defined below:

A. Staff Officers (Officers with the rank of major or above):

1. The formal uniform is the black, three-button, dress coat, black service cap with corresponding rank shield and gold braid and buttons, black trousers or skirt, white long-sleeve shirt or blouse, and black tie or female black crossover tie.

2. The dress uniform is the long-sleeve, midnight blue shirt with gold buttons on the shirt pockets and epaulets, midnight blue, eight-point, service cap with corresponding rank shield and gold braid and buttons, tie, and stripe-less trousers. All awards, appurtenances, longevity stripes, and specialty pins authorized for wear on the dress uniform will be worn at staff discretion.

3. The uniform of the day will be the dress uniform unless the formal uniform has been specified. Exceptions may be allowed under special circumstances.

4. The primary duty uniform may be worn as the uniform of the day at the discretion of the officer.

B. Captains and Lieutenants:

1. The dress uniform is the midnight blue, long-sleeve shirt, tie, stripe-less trousers, and eight-point, midnight blue, service cap with corresponding rank shield and gold band and buttons All awards, appurtenances, longevity stripes, and specialty pins authorized for wear on the dress uniform will be worn.

2. The primary duty uniform is the long or short-sleeve, midnight blue shirt worn open collar (no tie) and midnight blue trousers.

When required, the eight-point, midnight blue, service cap with corresponding color and rank shield will be worn with this uniform.

C. Sergeants:

1. The dress uniform is the midnight blue, long-sleeve, shirt, tie, stripe-less trousers, and eight-point, service cap with corresponding rank shield and gold band and buttons. All awards, appurtenances, longevity stripes, and specialty pins authorized for wear on the dress uniform will be worn.

2. The primary duty uniform is the long or short-sleeve, midnight blue shirt worn open collar (no tie) and midnight blue trousers. When required, the eight-point, midnight blue, service cap with corresponding rank shield and gold band and buttons will be worn.

D. Corporals:

1. The dress uniform is the midnight blue, long-sleeve, shirt, tie, stripe-less trousers, and eight-point, service cap with corresponding rank shield and silver band and buttons. All awards, appurtenances, longevity stripes, and specialty pins authorized for wear on the dress uniform will be worn.

2. The primary duty uniform is the long or short-sleeve, midnight blue shirt worn open collar (no tie) and trousers. When required, the eight-point, midnight blue, service cap with corresponding rank shield and silver band and buttons will be worn with this uniform.

E. Detectives and Officers (When detectives are directed to report in uniform):

1. The dress uniform is the midnight blue, long-sleeve shirt, tie, stripe-less trousers, and eight-point, midnight blue, service cap with corresponding rank shield and black band and buttons. All awards, appurtenances, longevity stripes, and specialty pins authorized for wear on the dress uniform will be worn.

2. The primary duty uniform is the long or short-sleeve, midnight blue shirt worn open collar (no tie) and trousers. When required, the eight-point, midnight blue service cap with corresponding rank shield and black band and buttons will be worn with this uniform.

F. Uniform Wear Specifications:

1. The service cap:

   a. Will be worn in a straight fashion, insuring that the cap is not tilted to any one side.

   b. Should be worn so that the cap visor is approximately two fingers above the bridge of the nose.

   c. Hairstyles will not extend below or be visible from underneath the front of the visor.

   d. A clear plastic cover is permissible during inclement weather.

   e. Service cap wear: the service cap will generally be worn at the discretion of the officer; however, it shall be worn under the following conditions:

      1) Crowd Control Assignments: at the discretion of the event commander;

      2) Escorts: funerals, parades, etc.; and

      3) Ceremonial functions and other occasions at the discretion of the Chief of Police or a supervisor.

2. Shirt:

   a. Officers may at their discretion wear the long-sleeve shirt.

   b. Longevity stripes are a required part of the uniform and will be worn on the left sleeve, with one stripe per five years of service, in color corresponding to rank.

   c. The midnight blue tie may be worn with the long-sleeve shirt. Tie pins, bars, or clasps are not authorized. If wear of the tie is warranted all awards, appurtenances, and specialty pins authorized for wear on the dress uniform will be worn.

      Note: Officers with the rank of lieutenant or above may wear a traditional style (midnight blue) tie.

3. Trousers:

a. Trousers shall be tailored so that the bottom of the pant hem touches the top of the footwear creating a single crease one inch above the footwear.

G. Detective Division:

1. Male Detectives:

a. Plainclothes attire is authorized.

b. Attire shall be of a conservative and businesslike nature that projects a professional image.

c. The detective field uniform will consist of the authorized Police Polo Shirt and business trousers or BDU-style pants. Duty boots of black leather or tan suede in color are authorized for wear with the BDU-style pants. Boots must coincide to Patrol standards.

The Police Polo Shirt is authorized for wear in the field. The Department Detective badge corresponding with rank will be embroidered on the wearer's left chest and the Detective's name on the wearer's right chest. The only shirt colors authorized for wear are black, white, dark blue, and grey. The brand(s) available and issued through the current department uniform vendor will be the only brand(s) authorized for wear.

The BDU-style pants will only be khaki in color and only of brand(s) available and issued through the current department uniform vendor.

The detective field uniform is not authorized for courtroom appearances.

d. Trousers will be neatly pressed and have a conservative and dressy appearance.

e. Shoes will be conservative and professional in appearance.

f. Boots may be worn; however, the height of the boot shall be such as to preclude the trouser from catching onto the boot thereby remaining in an unsightly position.

g. The following equipment will be carried on their person: badge, handcuffs, issued firearm, a minimum one additional magazine with authorized ammunition, and police credentials. This equipment will not be carried in any pouch, briefcase, or similar container.

h. When in public and in business attire, the firearm will be concealed from view; exceptions may be made at crime scenes with supervisory approval. The firearm may be exposed while in police facilities. Proper police credentials must be displayed.

i. While in the detective field uniform, the firearm may be exposed in view of the public as long as proper police credentials are displayed.

2. Female Detectives:

a. Plainclothes attire is authorized.

b. Attire shall be of a conservative and businesslike nature that projects a professional image.

c. Acceptable attire shall include the detective field uniform, dresses, slacks, pantsuits, suits, or jackets worn with dresses and/or skirts.

d. Skirts and dresses will be no shorter than one inch above the top of the kneecap.

e. Shoes will be of a conservative and businesslike nature that projects a professional image. Shoes with heels greater than three inches in height may not be worn.

f. The detective field uniform will consist of the authorized Police Polo Shirt and business trousers or BDU-style pants. Duty boots of black leather or tan suede in color are authorized for wear with the BDU-style pants. Boots must coincide to Patrol standards.

The Police Polo Shirt is authorized for wear in the field. The Department Detective badge corresponding with rank will be embroidered on the wearer's left chest and the Detective's name on the wearer's right chest. The only shirt colors authorized for wear are black, white, dark blue, and grey. The brand(s) available and issued through the current

department uniform vendor will be the only brand(s) authorized for wear.

The BDU-style pants will only be khaki in color and only of brand(s) available and issued through the current department uniform vendor.

The detective field uniform is not authorized for courtroom appearances.

g. The following equipment will be carried on their person: badge, handcuffs, issued firearm, a minimum one additional magazine with authorized ammunition, and police credentials.

h. This equipment will be readily accessible and may be carried in a purse.

i. When in public and in business attire, the firearm will be concealed from view; exceptions may be made at crime scenes, with supervisory approval. The firearm may be exposed while in police facilities. Proper police credentials must be displayed.

j. While in the detective field uniform, the firearm may be exposed in view of the public as long as proper police credentials are displayed.

3. On-Call Detectives: Detectives that are on call and respond to crime scenes during non-duty hours may exercise the following attire options:

a. The standard issue utility uniform may be worn; however, issued leather gear and equipment will be worn in accordance with department policy.

b. The standard dress code may be relaxed to include dress slacks, knit shirt with collar, and businesslike shoes.

c. The detective field uniform.

4. Narcotics Detectives:

a. Plainclothes attire is authorized for narcotics detectives.

b. Attire may be of a casual nature and should be consistent with undercover and/or investigative objectives.

c. Proper raid attire shall consist of ballistic vest, authorized utility/raid vest, and face hood when possible as long as not part of entry team.

d. The following equipment shall be in the possession of and/or available for quick access: badge, police credentials, firearm, handcuffs, and police radio unless otherwise excepted by the supervisor as dictated by the assignment.

5. SAC Officers:

a. Plainclothes attire is authorized and subject to supervisory approval.

b. Plainclothes attire may be of a casual nature and should be consistent with the investigative objectives of the assignment.

c. The utility/raid vest will be worn with plainclothes unless otherwise authorized by the supervisor.

d. Proper raid attire shall consist of a ballistic vest and authorized utility/raid vest.

e. The following equipment shall be in the possession of and/or available for quick access: badge, police credentials, firearm, handcuffs, and police radio.

f. The uniform for ROC officers will be the primary duty uniform.

H. Specialty Uniform Pieces:

1. Uniform Sweater: The uniform sweater is not issued, but is acceptable for wear at the officer's own expense.

2. Uniform Jacket:

a. Any officer may wear the all-weather jacket as an outer garment.

b. The uniform jacket may have the wearer's rank sewn on or metal rank insignia attached to the jacket depending on the type

of jacket worn. Placement of metal rank insignia will be determined by type of jacket worn.

c. Longevity stripes will not be worn on the uniform jacket.

3. Utility/Raid Vest:

a. Plainclothes officers will wear the standard utility/raid vest when conducting street level operations to readily identify themselves as officers of the Tampa Police Department.

b. The utility/raid vest will not be worn under any other circumstances without prior supervisory approval.

c. Officers will have the option to purchase a utility/raid vest and body armor combination at their own expense. Vest must be similar in design and appearance to the vests currently issued by the department and must be approved by the Division commander and only able to carry department issued body armor. Carriers designed solely for rifle ballistic armor will not be authorized.

d. No unauthorized patches, decals, insignia, markings or objects maybe affixed to the outer vest (or outer garment) without the permission of the Chief of Police.

4. Body Armor:

a. All sworn personnel will be issued body armor. All personnel are required to wear body armor under conditions specified in SOP 502.2.

b. Officers assigned to administrative positions are exempt from this requirement unless performing high risk duties as outlined in SOP 502.2.

c. Detectives or plainclothes officers are required to have their body armor readily available at all times.

I. Mandatory Non-Issued Uniform Accessories:

1. Socks: Socks will be black in color.

2. Shoes:

a. While wearing the primary duty uniform: Shoes shall be black, conservative, round or square toe, smooth-grain

leather (or leather-like) and capable of being shined. A conservative degree of non-decorative stitching is acceptable.

b. While wearing the formal or dress uniform: Shoes shall be black, conservative, round or square toe, smooth-grain leather (or leather-like) and capable of being shined. Stitching is not permissible while wearing the formal or dress uniform.

c. Shoes may be high or low cut. The height of the boot shall be such as to preclude the trouser from catching onto the boot, thereby remaining in an unsightly position.

d. Shoes or boots with ornamental buckles or straps are prohibited.

e. Platform shoes or boots may not have heels measuring above 1 ¾ inches.

f. Soft, pliable shoes are permissible as long as they conform to the above standards.

g. Rubber boots may be worn over regular shoes during inclement weather.

3. Belts: Belts will be black in color.

4. Sunglasses:

a. Sunglasses will be conservative in nature with only black, silver, dark blue, or gold frames.

b. Mirrored/reflective lens sunglasses are not authorized. Lenses shall be of a conservative color.

c. Black athletic retainer straps may be worn with sunglasses or prescription glasses.

d. Sunglasses will not be worn in formations such as inspections.

5. Gloves:

a. Will be worn only during inclement weather.

b. Fingerless gloves are authorized for wear only during bicycle patrol.

c. Gloves shall be black. Mittens or gloves with fancy detail and weighted gloves are prohibited.

d. White gloves are prohibited unless authorized (i.e. funerals, special events, etc.).

e. Orange gloves or fluorescent green are approved for traffic control.

f. May be worn during searches.

J. Department Badge, Collar, and Rank Insignia and Chevrons:

1. Police Badge:

a. The badge will be worn on the left side of the uniform shirt, above the left pocket, pinned to the shirt using the reinforced strap sewn to the shirt.

b. Officers with the rank of sergeant and above will wear gold badges while those below the rank of sergeant will wear silver badges. Detectives will wear the detective badge.

c. Officers will insure that the badge is worn on the outer most garment unless the garment has an embroidered badge on it.

2. Collar Insignia:

a. Officers with the rank of sergeant or below will wear the "TPD" collar insignia on both collars. Collar insignia for sergeants will be gold in color while officers below the rank of sergeant will wear silver collar insignia.

b. Collar insignia on long-sleeved shirts shall be centered between the top and bottom edge of the collar, parallel to the top edge with the front edge of the insignia ½-inch behind the edge of the collar closest to the tie. Allowances will be made for plastic collar stays.

c. Collar insignia on short-sleeved shirts shall be centered between the outside and inside edge of the collar, ¼" above and parallel to the bottom edge. Allowances will be made for the plastic collar stays.

3. Collar Rank Insignia:

a. Officers with rank of lieutenant or above will wear the officially designated rank insignia on both collars of their uniform shirt:

Chief	Three Gold Stars
Assistant Chief	Two Gold Stars
Deputy Chief	One Gold Star
Major	Gold Oak Leaf Cluster
Captain	Double Gold Bar
Lieutenant	Single Gold Bar

b. Collar rank insignia shall be worn on short-sleeve shirts in the same manner as prescribed for the TPD insignia.

c. Collar rank insignia shall be worn on each shoulder epaulet of the jacket, centered between the edges and parallel to the edges.

4. Chevrons: Officers with the rank of sergeant, senior corporal, corporal, senior detective, detective, and master patrol officer will wear the officially designated chevrons on both sleeves of the uniform shirt and jacket, with the chevrons centered on the sleeve ½-inch below the shoulder patch:

Senior Sergeant	Three gold chevrons with gold star and gold rocker
Sergeant	Three gold chevrons
Senior Corporal	Two light blue chevrons with light blue star
Corporal	Two light blue chevrons
Senior Detective	One light blue chevron with rocker and light blue star
Detective	One light blue chevron with rocker
Master Patrol Officer	One light blue chevron

K. Uniform Shirt Accessories:

1. Nametags:

a. Officers with the rank of sergeant or above will wear the gold metal nameplate with affixed American flag (if issued with such) to include initials and last name inscribed in black. The nametag will be centered directly over the right front shirt pocket with the bottom edge of the nameplate resting on the top seam of the pocket.

b. Officers below the rank of sergeant will wear the silver metal nameplate with affixed American flag (if issued with such) to include initials and last name inscribed in black. The nametag will be worn in the same manner as described in item K(1)(a).

c. Nametags will not reflect rank, specialty skills, or information other than authorized accreditation pin, initials, and last name.

2. Serving Since Pin: The "serving since" pin is an optional accessory that is authorized for wear. The pin is not an issued item. The top of the "serving since" pin will rest against the top seam of the pocket. The pin color will correspond to rank.

3. Merit Awards, Appurtenances, Graduation, and Qualification Bars

a. Merit Awards bestowed upon officers should be displayed with pride on the uniform. Award bars will be worn vertical and centered immediately above the Officer's nameplate with no spacing between bars. The order of precedence for award bars will be as follows:

1. Medal of Honor
2. Award of Valor
3. Police Purple Shield
4. Lifesaving Award
5. Officer of the Year
6. Reserve Officer of the Year
7. Officer of the Month
8. Award of Merit
9. Excellent Duty Award
10. Community Policing Award
11. Unit Citation Award
12. Chief's Leadership Award
13. Chief's COP Award
14. Police Commendation
15. Military Service Award

b. Appurtenances

1. The Bronze Star device will be issued for subsequent awards not warranting the issuance of a Silver Star device.

2. The Silver Star device will be issued for every fifth Award

3. Arabic Numerals will be issued for wear upon the Medal of Honor and Military Service Award for subsequent awards.

c. Graduation Bars- Graduation bars will be worn subordinate to department award bars and superior to Safe Driver and qualification bars. The following award bars are authorized to wear by department graduates:

1. FBI National Academy Association; and

2. Southern Police Institute award bar.

3. Senior Management Institute for Police

d. Safe Driver Award- The safe driver award will be issued in accordance with TPD SOP 662.1 and worn subordinate to merit awards and graduation bars but superior to qualification bars.

e. Qualification Bars- Qualification bars will be awarded to those who demonstrate master proficiency in the Pistol and/or Carbine Rifle. Qualification bars will be worn subordinate to all other authorized awards and bars. The Pistol Master bar will be displayed superior to the Carbine Master bar.

f. Thin Blue Line Bars- The Thin Blue Line bar will be worn immediately above the nametag.

g. Military Service Pins- A Military Service Pin is an optional accessory authorized for wear. This pin will designate one branch of service in which the wearer honorably served. The pin must be round in shape, not exceeding 1 inch in diameter, or rectangular, not exceeding one and one half inches in length. This pin may be worn centered directly over and ½" above the uppermost-authorized pin on the right-front side of the shirt. If the "9/11" is also worn, they will be centered and worn side by side.

4. Specialty Team/Squad Pins:

a. Only officers currently assigned to a specialty unit may wear a specialty pin. Only one pin may be worn unless the Officer is currently a member of a Field Training Squad. Should the officer choose to wear both their authorized specialty pin and Field Training Officer pin (FTO), the FTO pin will be worn to the wearer's left and will be centered between the top and bottom seams and between the button and outer seam of the wearer's right pocket. The officer's specialty team pin will remain on the wearer's right pocket. The following are currently recognized specialty units that are authorized to wear a pin:

Aviation Unit
Field Training Squad
Hazardous Device and Materials Unit
Honor Guard
Hostage Negotiation Team
K-9
Motor Unit
Tactical Response Team
Underwater Search and Recovery Unit
Recruiter
Critical Intervention Team (CIT)

b. The officially designated specialty team pin will be worn on the right front shirt pocket centered between the button and the top of the seam pocket.

c. 9/11: The "9/11" pin is an optional accessory, which is not an issued item, but authorized for wear. The pin will be centered directly over and ½" above the uppermost-authorized pin on the right-front side of the shirt.

d. Whistle and Chain: The whistle and chain are authorized for optional wear with the uniform at the discretion of the officer. Should the officer choose to wear the whistle and chain, the chain will be attached to the epaulette to the wearer's right and the whistle stowed within the same side shirt pocket. The color of the whistle and chain will correspond to rank.

L. Police Uniform and Equipment Authorized for Wear:

1. Basic Uniform Issue:

Mock Turtleneck w/TPD Embroidery	(1)
Midnight Eight-Point Service Cap	(1)
Midnight Blue Long-Sleeve-Shirt	(1)
Midnight Blue Short-Sleeve-Shirt	(4)
Midnight Blue Clip-on Tie	(1)
Midnight Blue Trousers	(4)
Tac Dry Rain Jacket w/ Hood	(1)
Black Rain Pants	(1)
Black Winter Jacket	(1)
Grey Utility T-shirt Short-Sleeve	(1)
Grey Utility T-shirt Long-Sleeve	(1)
Navy Utility BDU Pants	(1)
Navy Utility Tactical Pants	(1)
Navy Utility Tactical Long-Sleeve	(1)

2. Basic Equipment Issue:

Service Cap Shield	(1)
Police Badge	(1)
Collar Insignia	(1 pair)
Name Plate	(1)
Whistle	(1)
Gun Belt	(1)
Holster	(1)
Magazine Pouch	(1)
Handcuff Case	(1)
Handcuffs	(1)
Gun Belt Keepers	(3)
Radio Holder	(1)
Chemical Spray Holder	(1)
Body Armor	(1)
Taser w/ Holster	(1)
Baton (Expandable) with Holder	(1)
Flashlight	(1)
Hi-Vis Yellow Traffic Vest	(1)
CPR Mask	(1)
Traffic Wand	(1)
Trauma Kit	(1)
Tourniquet	(1)

3. Authorized Wear of Uniform:

   a. All officers, regardless of rank, will wear all authorized equipment when in the primary duty uniform.

b. Additional equipment for the gun belt may include a cellular telephone.

c. The police uniform will be worn only for authorized police functions including travel to and from such functions. For example, the uniform will NOT be worn for court unless the matter arose from the officer's police duties.

d. The nameplate, award bars, graduation bars, safe driver and qualification bars may be affixed to a backing device making wear on the uniform easier. This backing device should be constructed of minimal material, not visible from the wearer's front. However, should the officer lose pistol or carbine master qualification or Safe Driver status, the corresponding bar(s) will not be worn until the officer again achieves the proper rating. This mounting option will be at the officer's discretion and expense.

Supersedes SOP 502, dated 11/17.

City of Tampa
Jane Castor, Mayor

Purchasing Department
Gregory K. Spearman, CPPO, Director
306 E. Jackson Street, 2E
Tampa, Florida 33602

Office (813) 274-8351
Fax: (813) 274-8355

ALL FIRMS ON BID LIST

REF:	City of Tampa RFP, dated	**September 10, 2020**
	RFP for Furnishing:	**81100920** **WEB BASED UNIFORM PURCHASING SYSTEM FOR TAMPA POLICE DEPARTMENT**
	To Be Opened:	**October 9, 2020 @ 1:00 PM**
SUBJECT:	**ADDENDUM NO. 2**	**September 29, 2020**

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1. Please note the RFP opening date and time has been changed to **OCTOBER 26, 2020 @ 1:00 PM.**

2. Please replace **Page 3. Table of Contents** with the attached Table of Contents marked **Addendum #2.**

3. **Below is a list of questions asked by vendors and the City has provided answers:**

3.1 **Q**: RFP Page 8, Section 9.0 Proposer Submittals, the RFP states "The Proper should base their proposal on the supplied list of TPD Uniform Items requested (Attachment XX). The City reserves the right to increase the percent of uniforms on hand if the need dictate." I could not find this attachment, can you please provide the attachment of TPD Uniform Items that is stated?

A: Attachments were not uploaded initially that were referenced in the RFP. That has since been rectified and they were uploaded. Please be advised that we have removed the reference of Attachment E (Uniform Inventory) as that has become part of the Cost Summary Sheet (Attachment C).

3.2 **Q**: If there are additional attachments, can you please provide those? They are not available on Demandstar, the only document available through Demandstar is the original 55 page RFP.

A: Per #1, this issue was resolved and attachments have been uploaded to DemandStar.

3.3 **Q**: What is the intended timeframe, post-award, for TPD have the purchasing system implemented?

A. Our goal is to have the application implemented by February 2021 at the latest.

3.4 **Q**: What is the intended timeframe, post-award, for implementation of the vendor provided, on-site tailor/seamstress/liaison?

A: Our goal would be to have the tailor/seamstress in place with the entire go live of the online web-based ordering system which would be implemented by February 2021 at the latest.

3.5 **Q**: What type of space will be available to house inventory, alteration equipment and workstation within the TPD facility?

A: Addendum provided that has this detail. In summary, the allocated optional onsite space is a minimum of 12' x 12' and will provide desk, chair, lighting, network access, etc. We will not be providing any furniture other than described above.

3.6 **Q**: Can questions be asked during the pre-proposal meeting?

A: Yes. Pre-Proposal Conference did take place on 9/25 and was recorded. Questions were answered where applicable by TPD and T & I personnel when requested.

3.7 **Q:** RFP Page 30, Section 4. Evaluation of Proposals, Subsection 4.1, what is being evaluated and considered in the "Cost to the City" portion of the evaluation criteria?

A: Cost to the city portion was referenced as Attachment C with multiple tabs. Each tab has a cost estimate which applies to the Summary Tab Totals on the first tab in the worksheet. I believe this should be clarified as the attachment has since been uploaded to DemandStar for circulation.

3.8 **Q**: Can you give a further definition of what you mean by a turnkey solution in Section 8.4 Software Installation and Data Requirements?

A: A turnkey solution is a type of system built end-to-end for a customer that can be easily implemented into a current business process. We should have what is sometimes defined as an "out of the box" solution which does not require significant changes to the application or platform for operational efficiency or causing the customer to change business processes to fit the needs of the software application.

3.9 **Q**: In Section 9.0, it is mentioned that the proposer should base their proposal on the supplied list of TPD Uniform Items requested (Attachment XX), but there were no additional attachments listed on DemandStar. Are there uniforms listed on this RFP as well or will that be coming out separate?

A: There was an update applied to DemandStar that now shows all attachments referenced within the RFP for review and completion.

For your information another addendum will be posted shortly to address any outstanding questions and document updates.

Acknowledgement of this Addendum is required if a proposal is being submitted. Refer to the RFP package under Section 3, Contents of Proposals, Subsection 3.2, Tab 1. Addenda.

Sincerely,

Gregory K. Spearman, CPPO

Gregory K. Spearman, CPPO
Director of Purchasing

ME/lw

"ADDENDUM #2"

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City of Tampa
Jane Castor, Mayor

Purchasing Department
Gregory K. Spearman, CPPO, Director
306 E. Jackson Street, 2E
Tampa, Florida 33602

Office (813) 274-8351
Fax: (813) 274-8355

ALL FIRMS ON BID LIST

REF:	City of Tampa RFP, dated	**September 10, 2020**
	RFP for Furnishing:	**81100920** **WEB BASED UNIFORM PURCHASING SYSTEM FOR TAMPA POLICE DEPARTMENT**
	To Be Opened:	**October 26, 2020 @ 1:00 PM**
SUBJECT:	**ADDENDUM NO. 3**	**October 6, 2020**

Please replace the following sections in the existing RFP document with the following sections listed below:

1) **Section 1: Scope of Services, 2.0 Background and Statistical Information,** The City of Tampa is the third largest city in Florida with a population of over 380,000 residents that swells to over 700,000 during the workday. Tampa Police Department (TPD) serves this population with nearly 1,000 sworn officers covering over 140 square miles. Tampa Police Department (TPD) locations are as follows:

   1) Tampa Police Department (TPD) Headquarters -411 N. Franklin Street, Tampa FL 33602
   2) District One (D1) Patrol - 3818 West Tampa Bay Blvd, Tampa, FL 33614. Covers West Tampa, South Tampa, the West Shore area and Davis Islands.
   3) District Two (D2) Patrol - 9330 N. 30th Street, Tampa, FL 33612. Covers North Tampa, Tampa Palms and New Tampa.
   4) District Three (D3) Patrol – 3808 North 22nd Street, Tampa, FL 33610. Covers Downtown, East Tampa, Ybor City, and Port of Tampa.
   5) TPD Training Academy (4) - 116 S. 34th Street, Tampa, FL 33602

   TPD has been engaged in various innovative law enforcement technologies for over 10 years and requires an application that supports our technological advances and supports a more robust web-based uniform ordering application with free delivery and tailoring provided.

2) **Section 1: Scope of Services, 5.0 Proposal Schedule,** The following is the scheduled calendar of events with important dates and times. Dates are subject to change by the Director of Purchasing of the Purchasing Department or designee, at their sole discretion. If the Purchasing Department determines that it is necessary to change these dates/times prior to the Proposal due date, the change will be announced via an addendum.

Action:	Date:
RFP Released	9/10/2020
Pre-Proposal Conference	9/21/2020
Last date for Questions from Vendors	10/15/2020
Answers to Proposed Questions Posted By	10/19/2020
Proposal Due Date and Time	10/26/2020

3. **Section 1: Scope of Services, 6.0 Qualifications, Scope Of Services, Responsibilities,** The following **minimum qualifications** have been established. Subject to the City's right to waive minor irregularities, Proposers that do not meet the minimum qualifications **may be deemed non-responsive** and may not be considered for further evaluation.

6.1 The Proposer's company must have a proven track record of providing quality, reliable Web Based Uniform Purchasing programs. Must have also performed satisfactory services within the last three (3) years with minimum of two (2) implementations in a Federal, State, County or City law enforcement agency with a minimum of 100 inventory items in use. References will be part of the vendor RFP submittal/response of verifying prior performance. TPD employees will not be accepted as references and other verification methods may be utilized. Proposer must be completely knowledgeable in all aspects of work required for services listed in this request for proposal.

6.2 The minimum qualifications **must** be able to be met based on the completion of the **Functional Capabilities Questionnaire, (Attachment "D")** and returned with the proposal.

6.3 TPD requires a program by which a proposer, experienced in the supply of uniforms, will operate a web based uniform purchase program. The Successful Proposer shall be responsible for all aspects of providing a successful program that includes but not limited to the following:

6.3.1 Successful Proposer must maintain at least 10% of Class B sworn officer uniform inventory (estimated to be at 1000 officers) as identified in the cost summary worksheet Attachment C, uniform inventory tab at the mutually agreed upon on-site location or within the Successful Proposer's storefront location within the City of Tampa limits. The ten (10%) percent inventory will be determined after the Successful Proposer's completion of the measurements of all officers. Such inventory shall remain the property of the Successful Proposer until received by the customer and accepted. TPD personnel has the right to inspect and verify the ten (10%) percent inventory as deemed necessary and coordinated with the Successful Proposer's Account Liaison.

6.3.2 The Successful Proposer must be able to provide a full-time employee to provide alterations and measuring services (Tailor/Seamstress) at their storefront location within the City of Tampa limits or utilize space onsite at TPD Headquarters as mutually agreed by the Successful Proposer and the City. The Successful Proposer should also have ability to travel to the specified TPD District locations if a customer service issue arises with a currently online web-based order. This resource must be available for up to forty (40) hours per week, with no more than 8 hours per 24-hour period which may include emergency support if called upon. Shift hours defined to be no earlier than 6am to 8pm EST, Monday through Friday with City Holidays excluded Any requested hours outside of the predefined schedule will be provided in writing by TPD personnel with at least 72 hours advance notice. For clarification purposes, the expectation is that the tailor/seamstress resource will also act as the Account Liaison if experienced and capable of handling these roles. Minor alterations and repairs to an existing uniform or new uniform order must be completed within 72 hours from officer notification. The Account Liaison will be responsible to coordinate with the TPD employee on the pickup or designated location

for alteration or repair in order to meet this timeline. Minor alterations and repairs shall mean in-seam and out seam repairs and alterations; repair of small rips and tears; button or zipper replacement; affixing strips, patches and braids; and trim preplacement or other such repairs. Additionally, any onsite room accommodations. provided to the Successful Proposer's will only be used to fulfill the provisions of this contract. Room accommodations are defined as a City provided room with secured key access provided that measures at least 12' x 12' with a desk, chair, standard electrical outlets, and overhead lighting and network access for the laptop/desktop provided by the Successful proposer. Successful Proposer will be responsible for any loss or damage to the provided City owned items listed above and will be held liable for the payment/expense for the replacement. Successful Proposer will be in default of this contract if found not to be in compliance with this provision.

6.3.3 The Successful Proposer must be able to employ a dedicated Account Liaison for this account. The assigned Account Liaison must have in-depth knowledge of the TPD agreement including but not limited to, list of approved items as well as having access to all manufacturers providing the product. Upon request, the Account Liaison or designee must be available to attend meetings to discuss agreement or uniform issues as well as have the ability and authority to make decisions on behalf of the Successful Proposer. In addition, the Account Liaison must be available through the initial implementation process as defined by TPD in its sole and absolute discretion. The Account Liaison shall assist with the following activities, including but not limited to fulfillment of online web-based employee orders, analysis of stock inventory, distribution, fittings, sewing, attending meetings, and other services as requested by TPD. The City of Tampa has the right to approve the Successful Proposer's Account Liaison prior to contract start period. Additionally, the City has the right to evaluate any performance issues or concerns during the contract duration and request a replacement of said personnel within a thirty (30) day period or for such shorter period of time as set forth in section 6.3.4.2 below.

6.3.4 The Successful Proposer's Account Liaison will be required to perform the following

6.3.4.1 Background checks for all employees/personnel to be utilized by the Successful Proposer.

6.3.4.2 Immediate removal of any employee/personnel of Successful Proposer from TPD service that TPD deems in violation of security protocols established for this location. This right is non-negotiable and the Successful Proposer agrees to this condition by submitting its proposal. The Successful Proposer should have enough qualified people with current background checks to be able to provide a replacement within 24 hours. Should a replacement take longer than 24 hours, this may be cause for termination of the agreement.

6.3.4.3 Ensure all employees/personnel of Successful Proposer wear uniforms that bear company name/logo. Uniforms shall be subject to approval by TPD and shall not be dirty, stained or torn.

6.3.4.4 Identification badges (as provided by TPD) shall be worn by all Successful Proposer's employees/personnel while on TPD locations.

6.3.4.5 Ensure Successful Proposer's are restricted to areas of authorized civilian access only and any travel to a restricted area which requires CJIS certification, will need to be accompanied by an authorized City employee.

6.3.4.6 Have an established Return Policy. Proposer should provide explanation on procedure in detail for the return, repair or replacement of Uniforms that are deemed below quality or with manufacturer defect.

4. RFP Attachment Edits and Details:

Attachment C – COST SUMMARY FORMS WORKSHEET – Tab 5 – Uniform Inventory - updated inventory worksheet which includes additional style numbers, additional details including specification detail where listed in description column and added sub or no sub option for recommended manufacturer column. Added column K (Additional Detail Provided -Attachment E) which certain line items contain pictures and detail where noted.

Attachment D - WEB BASED UNFORM ORDERING APPLICATION FUNCTIONAL CAPABILITIES QUESTIONNAIRE – Functional General (FG) Tab – FG 2, 3, 10, 11 , 12 description updated to reference edits made to the above sections, Functional Technical (FT) Tab – CS11, updated attachment reference of cloud hosted policy to Attachment D.

Attachment E – Renamed this to Tampa Police Department (TPD) Example Descriptions. Includes two documents: (1)TEU (Flight Suit) Specifications, (2) TPD Uniform Pictures and Specs that are referenced in the inventory tab of the Cost Summary sheet along with Class B Inventory Details referenced in 6.3.1 of Section 1, (3)

5. Please replace **Page 3, Table of Contents** with the attached Table of Contents marked **Addendum #3.**

6. Please replace **Page 40, Proposal Signature Form** with the attached Proposal Signature Form marked **Addendum #3.**

7. Please submit any additional questions by: **October 15, 2020**

Acknowledgement of this Addendum is required if a proposal is being submitted. Refer to the RFP package under Section 3, Contents of Proposals, Subsection 3.2, Tab 1. Addenda.

Sincerely,

Gregory K. Spearman, CPPO

Gregory K. Spearman, CPPO
Director of Purchasing

ME/lw

"ADDENDUM #3"

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Gibson & Barnes TEU Two Piece Suit Specification
for
Tampa P.D.

Uniform to be TEU style, two piece design as indicated:

TEU SHIRT:

The Shirt shall be a one piece, unlined garment, with a slide fastener on the front closure, a bi-swing back, hook and pile fastener adjustments for the waist and sleeve. The shirt shall have two breast pockets, reinforced shoulders and elbows, and two multiple pen and pencil compartments on the upper sleeve.

Fabric shall be NOMEX Aramid cloth, 5 oz, plain-weave, black which is high temperature-resistant and inherently flame-resistant synthetic fabric which has no hot-melt point or drip characteristics.

Zippers shall be size 7, black oxide, 3/4" black Nomex tape. The front zipper be sized for size of garment.

Thread shall be 100% Nomex 45/3 Tex 40 matched in color to the fabric.

Velcro shall be the type 88 hook and type 1000 loop color matched to the fabric.

The shirts shall be made in custom fit sizes as well as standard men's in short, regular, and long lengths.

The vendor will warrantee the shirt workmanship, stitching, and zippers for the life of the garment. All TEU suit items are manufactured, i.e., cut, assembled, inspected, and packaged in the continental United States. The shirt is made form machine washable Nomex IIIA and can be laundered with no special precautions.

All top stitching shall be 1/8" from the edge. When a double row of top stitching is used, the second row shall be ¼" from the first row.

All sewing shall use lock-stitch machines except for seams sewn with seam type SSa and stitch type 517, which shall be chain-stitch machines.

All bar-tacking shall be sewn with a 17 stitch, ½" bar tack.

All zippers shall be bar-tacked at each end.

The front of the shirt shall be cut in two separate pieces, left and right.

The front zipper shall extend from the appropriate length for the size of the garment. The left and right fronts shall be sewn to the zipper so that left and right fabric overlaps when the zipper is closed. The front zipper shall be covered. The zipper shall be sewn to the

front using a double row of stitch type 301 with the first row of stitching 3/8" from the center of the zipper teeth. The zipper is sewn to each side of front forming a lapped front on left front. The zipper stitching shall be one continuous run of stitching down each side of the zipper. The front zipper shall have a three-inch long zipper pull made from self fabric. To close the lapped front over the zipper. The front also has four pieces of hook and loop 5/8" X 2"

The back of the shirt shall be cut in three separate pieces, right, left, and back. The back of the shirt shall have a pleated back with a waistband, pleat to pleat. Waist adjustment tabs shall come out from both sides of the waistband with Velcro hook measuring 1 ½" X 2 ½" at the ends of the tabs. 1 ½" X 5" Velcro loop shall be placed at the front waist to secure the tabs.

The collar shall be similar to CWU-27 Mil. spec style, circling around the neck with no overlap when front zipper is fully secured.

The shirt has shaped shoulder pads that are graded with shirt size.

The chest pockets shall be angled inset style with flaps and zipper pulls. The zippers will be 6" long (graded for smaller sizes). The flaps will have hook and loop pile closures 2" by 5/8" wide. The inside pocket bag will be stitched to front along top edge.

The sleeves shall be cut in two pieces, top and under. The two pieces shall be joined using seam type SSA which shall be first sewn with stitch type 517 and then double stitched with stitch type 301. The sleeve shall be attached to the top using stitch type 517 and then double stitched with type 301. The sleeve closure consists of a 1 ½" wide by 3" long cloth tab. The tab shall have hook fastener trimmed to shape. The tab shall be box stitched. Loop fastener on the sleeve for tab closure shall be 1 1/2" wide and extend up to 8" from tab to outside sleeve seam.

There shall be a utility pocket on each arm. A three slot pen and pencil inside the bellowed utility pocket. The pocket will have a 5"vertical zipper opening. Hook and loop pile will seal the pocket flap. The utility pocket will be located 3" from shoulder seam, and include a two-inch long zipper pull made from self fabric

Diamond reinforcement elbow pads 6 ½" X 6 ½" are added to each sleeve.

A two slot pen and pencil pocket will be located on both sleeves above the hook and loop closure.

There shall be a 2" X 4" loop pile to the right front of the shirt for a nametag. It shall be sewn on to the uniform with a single row stitch of type 301.

There shall be a 4" diameter circular Velcro loop to the right front of the shirt for a nametag. It shall be sewn on to the uniform with a single row stitch of type 301.

TEU PANTS:

The pant shall be a one piece, unlined garment,
Fabric shall be NOMEX Aramid cloth, 6.5 oz, plain-weave, black which is high temperature-resistant and inherently flame-resistant synthetic fabric which has no hot-melt point or drip characteristics.

Zippers shall be size 7, black oxide, 3/4" black Nomex tape. The front zipper be sized for size of garment.

Thread shall be 100% Nomex 45/3 Tex 40 matched in color to the fabric.

Velcro shall be the type 88 hook and type 1000 loop color matched to the fabric.

The pants shall be made in standard men's sizes.

The vendor will warrantee the shirt workmanship, stitching, and zippers for the life of the garment. All TEU suit items are manufactured, i.e., cut, assembled, inspected, and packaged in the continental United States. The pant is made from machine washable Nomex IIIA and can be laundered with no special precautions.

The pants have a straight faced waistband. The pants will have a button hole and button closure, along with a fly front zipper. Fly zipper has 2" zipper pull made of self made fabric.

The pants shall have 7 belt loops with dimensions 2 ½" X 1/2".

The front trouser pockets are made in the standard trouser style.

The seat of the pants will have saddle style seat reinforcement.

There shall be a knife pocket set to the left of the left thigh pocket. The pocket reinforcement is approximately 5 inches wide at the top and 3 ¾" to 4" wide at the bottom and 10 ½" tall. The pocket reinforcement shall be set 1 ½" from the crotch. The knife pocket is set on top of the reinforcement. The knife pocket is faced and double layered that is two ½" wide by 7 ½" tall of usable width with a rounded flap extending approximately 2. The knife pocket has a bar tacked side opening 2".long on the top outside of pocket below flap. The flap closes with a snap that has a black oxide cover. The reinforcement and the knife pocket shall be top stitched.

Thigh pockets, pleated, angle towards back of leg. Left pocket has stylized flap that does not open. The left pocket has an 8 ½" vertical zipper closure. The right pocket has a horizontal zipper, 8 ½" across the top. Hook and loop secure the pocket flap. Both zippers have a 2" zipper pull, made from self-fabric.

Lower leg pocket is set on center of out-seam. The pocket has a 7" zipper closure at the top with a pocket flap cover secured with hook and loop. The dimensions of the lower leg pocket is 12" tall by 8 ¼" wide. A smaller flap style pocket is set on top of main pocket bag. The dimensions of the smaller pocket are 7 ¾" tall by 5 ¼" wide. The flap is secured with hook and loop.

The pant legs have 3" hook and loop closure tabs.

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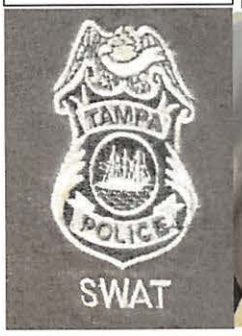

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Picture descriptions

1. **Polo shirt** with Tampa Police subdued gray reflective patch / reflective subdued gray Motor Unit patch
2. **Polo shirt** with Tampa Police subdued gray reflective patch / reflective subdued gray sergeant chevrons
3. Polo Shirt with Tampa Police subdued gray patch / subdued gray sergeant chevrons
4. Example of Tampa Police embordered badge with unit in the badge – Silver
5. **Polo shirt** with Tampa Police reflective POLICE screen print on back
6. Example of specialty team embroidery
7. Custom Taylor leather motor jacket with patched Tampa Police badge in gold – cells 230,231

8. Motor Unit emblem
9. Example of Tampa Police embordered badge with unit under the badge - Sliver
10. **Polo shirt** with Tampa Police embroidered gold badge / first initial, last name embroidered
11. Polo shirt with reflective POLICE on from right chest
12. Gold buttons for staff shirts
13. **Polo shirt** with Tampa Police embroidered gold badge / first initial, last name embroidered / option of unit name under badge
14. **Polo shirt with patch of** City of Tampa seal with unit defined in the emblem
15. Polo shirt with embroidered City of Tampa seal with unit embroidered under it
16. Additional example of polo shirt with reflective screen print on back
17. Cotton T shirt with City of Tampa patch emblem gold stitch for supervisor (would be silver for non-supervisor)
18. Windbreaker with patch pf City or Tampa seal emblem with additional patch of unit under it.
19. Polo shirt City of Tampa patch emblem gold stitch (would be silver for non-supervisor) for supervisor with embroidered name under it

Specifications: not limited to the below

The class B uniform shirt will have the standard Tampa police patch and chevrons (applicable to each rank) sewn on each shoulder.

The class A uniform shirt will have the standard Tampa police patch and chevrons (applicable to rank) sewn on each shoulder and hashmarks applicable to longevity.

Embroidery letter specifications will be 1/4" to ½" which will be defined by the Agency once the Vendor is awarded.

The standard embroidered Tampa Police Badge will be 3" H x 2" W. The badge will be either gold or silver or subdue (shaded) gray depending on the employee's assignment. There maybe exceptions deemed by the agency in rare circumstances to adjust the embroidered badge specifications.

Thread color will be defined by the Agency once the Vendor is awarded.

Names of specialty units, teams or assignments will be required on certain garments depending on the employee's assignment. This will either be in-cooperated into the emblem or below the emblem or badge in 1/2" embroidery. There maybe exceptions deemed by the agency in rare circumstances to adjust the embroidered specifications.

Screen print / heat transfer for reflective affect will be 3" on the back of garments that require and 1" on the front or garments that require. There maybe exceptions deemed by the agency in rare circumstances to adjust the screen print / heat transfer specifications.

Polo shirts will be offered in black, white, red, navy, tan or any other basic color the agency deems necessary.

Example of specifications of an embroidered polo shirt - A polo shirt, regardless of manufacture or any other shirt the agency deems, that requires embordering will consist of the Tampa police badge , gold or silver embroidered badge on the left chest, embroidered name (first initial / last name) on the right chest and embroidered name of unit under the badge when applicable. The same specifications will be used when embordering the City Seal emblem or utilizing the City of Tampa city seal patch.

ATTACHMENT B - PUBLIC RECORD DECLARATION OR CLAIM OF EXEMPTION

As a Proposer, any document you submit to the City of Tampa may be public record and be open for personal inspection or copying by any person. In Florida "public records" are defined as all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. Section 119.011(11), F.S. A document is subject to personal inspection and copying unless it falls under one of the public records exemptions created under Florida law. Please designate what parts of your bid or proposal, if any, qualifies to be exempt from inspection and copying:

Note: Execute either section I. or II, but not both; Proposer may not modify language.

I. NO EXEMPTION FROM PUBLIC RECORDS LAW

No part of the bid or proposal submitted is exempt from disclosure under the Florida public records law, Ch. 119, F.S.

Bidder's/Proposer's Signature

10/22/2020
Date

II. EXEMPTION FROM PUBLIC RECORDS LAW AND AGREEMENT TO INDEMNIFY AND DEFEND THE CITY OF TAMPA

The following parts of the bid or proposal submitted are exempt from disclosure under the Florida public records law because: (list exempt parts, and statutory citation):

N/A

By claiming that parts of the bid or proposal is exempt from the public records law, the undersigned Proposer agrees to protect, defend, indemnify and hold the City of Tampa, its officers, employees and agents free and harmless from and against any and all claims arising out of a request to inspect or copy the bid or proposal. The undersigned Proposer agrees to investigate, handle respond to, provide defense (including payment of attorney fees, court costs, and expert witness fees and expenses up to and including any appeal) for and defend any such claim at its sole cost and expense through counsel chosen by the City of Tampa and agrees to bear all other costs and expenses related thereto, even if they (claims, etc.) are groundless, false, or fraudulent.

Proposer's Signature

Date

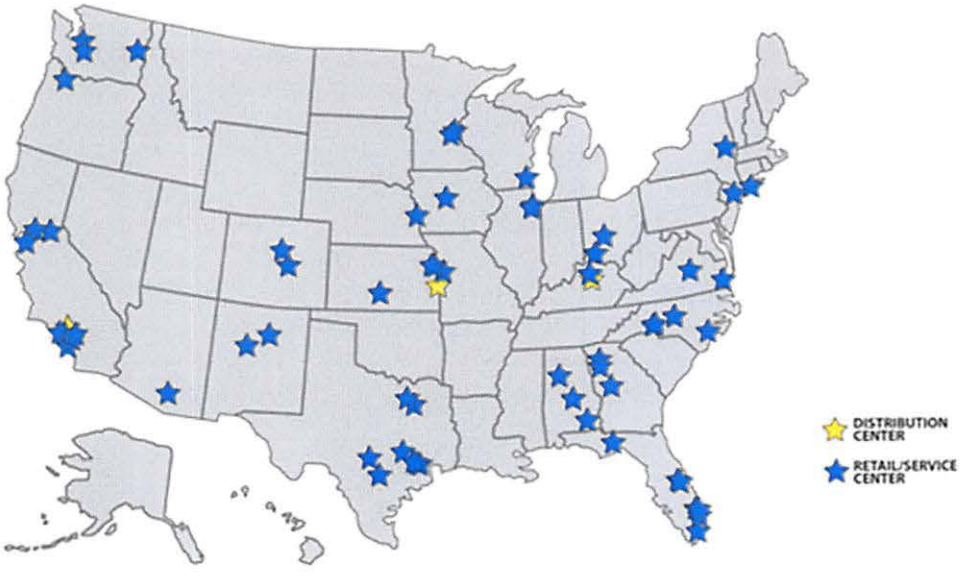
Tab #3- Response to Proposal

Galls, LLC is excited about the opportunity to partner with the City of Tampa Police Department and believe we are uniquely positioned to provide you with increased levels of customer service and aligned to successfully manage your web-based uniform purchasing system. Please refer to Tab #4 for complete details regarding Galls, LLC experience, qualifications and adherence to the scope of services included in this solicitation.

Tab #4- Section I, Scope of Services- Experience (Knowledge, Expertise, Capabilities)

Galls, LLC ("Galls") has been in business for over 53 years servicing the public safety market; specializing in law, fire, security, corrections, emergency medical services, federal government, military, postal and transit uniforms and equipment. We are **proud to serve** America's public safety professionals.

Galls employs more than 1200 employees. Galls also has many long-standing contracts across the United States with agencies of all sizes. Galls has three dedicated distribution centers and over 80 branch operations, consisting of contract service centers and retail storefronts. We have approximately 750 formal contracts that we service daily from one or more of our 85+ locations. Some of Galls largest public safety contract installations include DC Metropolitan Police, LAPD, Houston Police, Atlanta Police, Miami Police, Broward County Sheriff's Office, Orange County Sheriff's Office, City of Cleveland, and Charlotte Mecklenburg Police Department.



Galls is the leading distributer of products from **over 1700 suppliers**. As the public safety industry leader, we pride ourselves on having the largest inventory in the industry. This means less backorders, faster service, and faster delivery. Our partnerships with our distributors allow us to pass cost savings on to you in unique ways.

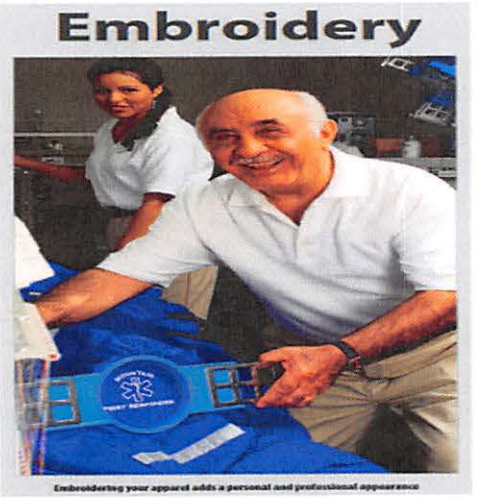
Galls also offers the ability to create a fully customized Online Ordering System ("eQuip") that will exceed the expectations of the City of Tampa Staff to offer an additional way to purchase your contracted uniforms and equipment. eQuip is a real time, secure online ordering system which is fully integrated into the Galls ERP platform. eQuip will allow the City of Tampa accounts to manage allotments, track orders, restrict views by rank or location, customize items, see inventory availability, manage inventory, track body armor expirations, and customize on demand reports for the agency, individual, or unit to provide a seamless order process for the City of Tampa Police Department. The efficiencies gained by utilizing the Galls on-line solution result in real dollar savings beyond evaluating product at a line item basis. Galls currently operates more than 3000 eQuip sites nationwide, covering departments and agencies of all sizes between 25 and 100,000 users.

Dunn and Bradstreet Number:

04-259-8482

Galls has a fully staffed Inventory Management Department ("IM") that is responsible for purchasing and managing our inventory. On average Galls holds approximately **$80M in on-hand inventory**. The IM department utilizes an integrated inventory management forecasting system which is fully automated. The system uses complex algorithms to compute current and future needs on finished goods inventory. Galls' IM Team reviews electronic data provided by the system and then adds human logic as well as customer input. Purchase Orders are then released for finished goods to our vendors. This process considers constraints such as lead time, process time, cycle time, instability in order patterns, and historical demand. For many of our large programs we have negotiated with vendors to hold safety stock levels which allow us to react quicker on replenishment needs.

Galls' distribution center (DC) is in Lexington, KY. The DC is approx. **350,000 square feet, containing 40,000 active pick locations and 38,000 reserve locations.** Current capacity is 82% in active and 84% in reserve. Galls has a fully automated warehouse management software tool and state of the art conveyor system for order fulfillment allowing us to ship an average of 2,700 orders daily or 700k orders annually. Also note, Galls has 2 additional distribution centers: one in Cerritos, California with 50,000 square feet and the other in Olathe, Kansas with 30,000 square feet.



Tab #5: References

City of Miami Police Department
Mr. David Evans
400 NW 2ND AVE
MIAMI, FL 33128-1706 US
(305) 898-8243
41996@miami-police.org
Dates of service: 2015-Present
Awarded contract to be sole provider of uniforms, footwear, duty gear and assorted equipment to over 1,800 law enforcement employees. The City of Miami Police Department utilizes Galls eQuip online ordering platform by having all their employees place their orders via eQuip. The success of implementing eQuip and high level of reliability that Galls has provided to the Miami Police Department have created a very strong, long lasting partnership. Miami PD utilizes a Galls on-site service center with a Galls employees to manage orders/inventory, perform alterations to uniforms and be the account liaison for Galls and the city.

Broward County Sheriff's Office
Capt. Francis Heitmann
2601 W BROWARD BLVD
CENTRAL SUPPLY
FORT LAUDERDALE, FL 33312-1308 US
(954) 453-5113
frank_heitmann@sheriff.org
Dates of service: 2015-Present
Awarded contract to be sole provider of uniforms, footwear, duty gear and assorted equipment to over 3,000 law enforcement employees. Galls has been successfully managing Broward Sheriff's Office uniform program by providing timely delivery of custom uniforms and equipment for over five years. BSO is fully integrated with Galls eQuip online ordering platform and maintains that all 3,000+ employees utilize the system to place their orders. Galls and BSO have created a strong partnership over the years and could be consider as one of Galls flagship relationships. Broward County Sheriff's Office has a Galls run on-site service center with multiple Galls employees to handle inventory, uniform alterations and general account liaison responsibilities for Galls.

Orange County Sheriff's Office
Director Ken Lewis
2500 W COLONIAL DR
ORLANDO, FL 32804 US
(407) 254-7060
Ken.lewis@ocfl.net
Dates of service: 2016-present
Awarded contract to be sole provider of uniforms, footwear, duty gear, assorted equipment and body armor to over 3,000 law enforcement employees. Orange County Sheriff's Office is fully integrated with Galls eQuip online order platform, where they place agency wide orders for all of their uniform and equipment needs. Galls and Orange County Sheriff's Office have had a strong and trusted partnership since inception. Orange County Sheriff's Office has a Galls run on-site service center with a Galls employee to manage orders/inventory, perform alterations to uniforms and be the account liaison for Galls and the county.

Leon County Sheriff's Office
Procurement Manager Brandy Coxwell
2825 Municipal Way
Purchasing Department
Tallahassee, FL 32304
(850) 606-3210
coxwellb@leoncountyfl.gov
Dates of service: 2014-Present
Leon County Sheriff's Office purchases all their uniforms, body armor, footwear, duty gear and assorted equipment through Galls and their custom built eQuip online ordering portal for their more than 500 law enforcement employees. Galls has built a strong partnership with the Leon County Sheriff's Office throughout the years through consistent timely deliveries, high levels of service and overall reliability in being able to provide products and services needed.

Pasco County Sheriff's Office
Purchasing Manager Chamanda Burris
19405 Central Blvd.
Land O' Lakes, FL 34637
(813) 235-6001
Chamanda.burris@pascosheriff.org
Dates of service: 2017- Present
Pasco County Sheriff's Office purchases all of their uniforms, duty gear, footwear and assorted equipment through their custom-built Galls eQuip online ordering platform. Pasco County Sheriff's Office partnered with Galls because they understood that Galls was the only supplier capable of supporting their high demand agency with timely deliveries and the product they needed. Galls worked closely with Pasco County Sheriff's Office to successfully execute two major uniform changes throughout their relationship, this involved successfully delivering a new style of uniform to over 700 law enforcement employees.

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Tab #6: General Statement of Experience

Galls has proven experience implementing and managing programs that have a similar scope of requirement. Galls offers a turnkey solution that includes, but is not limited to the following:

- Build out of fully integrated customized B2B website
- Build out and fully integrated inventory management system to manage uniforms & body armor serial number tracking
- Build out of on-site service center located on Tampa Police premises
- Stocking program to ensure service levels are met on delivery requirements.
- Account management team of outside and inside sales representatives
- Onboarding team solely dedicated to effectively building out all key requirements of contract to meet timelines

Galls has implemented a number of programs with almost the exact same specification including Broward County Sheriff's Office, City of Cleveland Police & Fire, and City of Miami Police. In addition, Galls is in the process of negotiating multiple other installations of Major City Agencies across the country.

Tab #7: Operation Plan

If awarded the City of Tampa Police Department- Web-Based Uniform Purchasing System RFP #81100920 solicitation, Galls will enact multiple cross functional teams that work collectively to onboard and launch your program. The teams will be a mix of sales, new customer onboarding and branch operations. Personnel for this project is outlined below.

- Patrick Sutton – Senior Level Contact for city agency and purchasing contacts
- Billy DeVault – Primary contact for face to face meetings
- Misty Holland – Day to day account management contact
- Rob Schneider – District Sales Manager for Florida
- Allison Frasure – Onboarding leader, responsible for initial build out of program
- Thomas Waller – Sr. manager, responsible for onsite operations and eventual branch employee ops
- Lindsay Rose- Contract Management Specialist

In addition to these core team members, Galls has robust inventory management team to manage the daily minimum and maximum of inventory levels and accounting contacts for management of accounts receivable.

Project Planning Requirements

Proposer Comprehension of Project

Galls fully understands the scope of the project and is the firm capable of meeting and exceeding the City of Tampa's goals. Upon award, Galls will schedule an initial meeting to outline the project plan for implementation and put in place the systemic mechanisms. Galls will not have to outsource any of the project plan including technology development which ensures that timelines will be met in accordance to the expectation of the City of Tampa. Comprehensively, Galls will assign the appropriate personnel to your account, employ an onboarding team to build out the website and inventory forecast, and provide an operations team to ensure the training and build out of any facility needs are met. Long term, Galls will conduct regular quarterly business reviews to ensure service levels are being achieved.

Methodology
Galls understands the concepts that the City of Tampa is trying to accomplish.
We have a long history of installing web-based ordering programs along with on-site service centers.
The resources we employ and experience we have, ensures the execution of the desired plan by the City of Tampa.

Strategy
Once awarded, the onboarding team will engage with the assistance of sales to finalize the details of the following:

- Website Design
- System Purchasing workflow
- Integrations needed
- Inventory ramp up
- Customization needs
- On Site Service Center Development
- System Training

Uniform Program/Service Capabilities

Vendors proposed implementation of a fully operational uniform program for Tampa Police Department

a. Upon award, Galls will schedule a meeting with the City of Tampa to demonstrate eQuip, our on-line ordering e-commerce solution. We will confirm how Tampa would like their eQuip site to look and function. We will introduce our eQuip Onboarding Team and begin the eQuip build (timeline two weeks). Desired "go live" date for the program will be determined. Weekly meetings via Zoom/FUZE will be scheduled to communicate the progress and to ensure Galls is meeting deadlines for the desired roll out date.

b. In partnership with the City of Tampa, begin discussions with our Inventory Management (IM) team and initiate placing initial orders for uniform product with specified Manufacturers. Minimum/maximum inventory levels will be determined to ensure uniforms items are in stock for anticipated required delivery of uniforms, making sure we adhere to all lead times.

c. Finalize VAS (Value Added Service-Emblems/embroidery/Alterations (hemming, etc.) customization specifications for the Tampa program. Send representative samples to appropriate Administrator for approval and sign off.

d. Prior to roll out and/or execution, and in partnership with Tampa, Galls will develop an eQuip beta testing phase with a recommended group of users. This testing will consist of placing orders through the eQuip site with a comprehensive review of all items ordered to ensure the adherence to Tampa standards.

e. Upon approval, on-line video tutorials will be developed in partnership with TPD to address any questions around eQuip order entry, return process and utilization of the Service Center. On-line video tutorials to be accessed on landing page (home page) of the Tampa eQuip platform.

f. Once Tampa eQuip beta test groups have signed off and approved, Launching of the Tampa Police Department uniform program will begin.

Project Plan. The onboarding team is fully trained in effective project management planning. The team will employ project management software to ensure timelines are being met in an organized fashion.

The following implementation and support functions should be addressed in the detailed project plan and be accompanied by a detailed milestone schedule that shows the following recommended milestones and deliverables. The assumption is that these would be delivered in a phased approach using a project methodology not limited to the following:

- Project Planning/Execution.
- Communications Planning/Execution.
- Training Plan, Strategy & Documentation
- Hosted Environment Requirements
- Business Review, GAP Analysis and Solution Recommendation.
- Web Based Application Configuration and Validation.
- Customization/Interface Analysis, Design and Development.
- Testing (System, Performance and User Acceptance Testing).
- Training and Documentation.
- Operations, Maintenance and Support.

Project Timeline. The scope of the project encompasses mostly out of the box products Galls readily offers. While we don't want to minimize the effort, it will take on onboard, much of the planning will be ironing out small details as it relates to uniform customization and website design. However, a tentative schedule pending the approval of the City is outlined below:

- **Week 1:** Initial meeting to discuss IT integration needs, website design, ordering workflow, uniform and equipment demand, customization needed, and space identification on-site.
- **Week 2:** Understand space allotments and order appropriate equipment
- **Week 3:** Follow up meeting to present suggested inventory buy and present customization proofs.
- **Week 4:** Initial "rough draft" website presentation to key stakeholders
- **Weeks 6-**8: Re-Present final website along with finished customized products
- **Week 10:** Begin training department wide on how to use website and work with new contractor
- **Week 12:** Launch officially

Architectural Plan- Galls eQuip site is powered by an IBM iSeries Power 9 running AS400 software version R7.4. During implementation of program on the customer eQuip setup, the Galls Onboarding Team will work directly with key stakeholders of the customer to gather requirements for development of the Galls eQuip site. For any data transfer files to Galls from customer for employee data to populate the Galls eQuip site, will be handled using sFTP via a Cloud Solution called MoveIT so no customer had direct access to our network. The customer stakeholders would coordinate the Onboarding Team to establish this data transfer. The implementation of a Galls eQuip site and customer access will be limited to the Galls Production environment.

Training Plan- Galls can offer training through several different avenues.

- Host a series of online webinars training on the system
- Record an online training so that people can view at their convenience
- Craft a training document that can be emailed to users
- Host on-site training sessions at Tampa HQ or other districts

Facility Requirement - The facility, space, or room provided will need to be large enough to house an employee with a desk, sewing machine, emblem application machine, and fitting lines. This size of the facility will determine how much emergency stock can be kept at Tampa Police department.

Continuity of Operations/Disaster Recovery Plan- See attached disaster recovery plan.

GALLS, LLC

IT Disaster Response and Recovery

Disaster Recovery

IT Systems - Readiness and Procedures

IBM I-Series AS400– GQ ERP System

This document will outline the recovery readiness procedures in place as well as the steps and procedures to be followed in the event a disaster is declared regarding the IBM I-SERIES computer hardware and software. This plan will provide for continued operation of the IBM I-SERIES hardware and software, which is a critical component to the operation of Galls. This document addresses the IBM I-SERIES computer system only and assumes there is an office infrastructure in place available for business use.

All hardware components are covered by a Service Agreement with IBM. This agreement provides for 24/7 hardware support by IBM trained and certified Customer Engineers.

Physical Operating Environment

The IBM I-SERIES hardware is located in the data center located in Lexington Kentucky. This facility has the following services available:

- Physical security and limited access to the IBM I-SERIES hardware
- Temperature controlled environment
- Humidity controlled environment
- Uninterrupted electrical power supply support
- Natural gas fired generator
- Network interface to SIS DR site
- Daily backup tape, retention of monthly backups and off site storage at Iron Mountain.

Software Profile

The IBM I-SERIES runs the V7R2 version of the OS/400 Operating System. This operating system features integrated Database, Security, and Networking, as well as CGI compliant server support for all applications.

All software applications, business systems and data are backed up in full every night.

Disaster Recovery Readiness Plan

Hardware

Galls, LLC has contracted with Software Information Systems (SIS) and Business Continuity Specialists Group (BCS) to maintain a target backup machine located at the SIS data center in Lexington Kentucky.

All programs, data and user objects are replicated to the SIS data center on a 'real time' basis. The replications are generally no more than 2 seconds behind in posting the replication images to the target system.

In case of a failover scenario SIS is committed to provide an operating environment equal to or more powerful than our existing iSeries.

Backups

- Operations personnel monitor the backup status on a daily basis to ensure complete and accurate backup media
- Maintain a Tape Catalog that identifies the physical tape serial numbers used on a daily, monthly and off-site basis.

Determination of Disaster Situation

In the event of a Secaucus Data Center Facility Disaster, an assessment of the expected downtime needs to be made. This assessment will be made using information supplied by the Data Center facilities advisor. Viacom Outdoor has assigned a primary and secondary contact person responsible for making the decision to enact this Disaster Recovery Plan and initiate the sequence of steps outlined in this plan.

Disaster Recovery Activation Checklist

1. Upon first indication that an outage has occurred at the Lexington Data Center, the IT Director, or their designated representative will contact IBM service or WAN provider for an assessment of the situation and expected downtime. Expected downtimes of 24 hours or more will continue with the next steps in this procedure.

2. Notify SIS and BCS that we are declaring an emergency failover and have them prepare to accept connections to the iSeries from the business. These activities are performed by BCS under contract with Galls.

4. Notify critical Galls user departments that an emergency has been declared and we will be switching GQ operations to our hot site at SIS.

5. The recovery team (IT operations) should be on call to verify that external web sites and internal GQ functionality is available once the backup iSeries at SIS has been swapped to be the primary machine.

7. Just before the system becomes available, notify department heads of the expected system availability time so the appropriate users can be ready to continue operations.

8. When the system becomes available, departmental users will confirm that all data has been recovered, and system is up to date. This will bring the system to the most current information level prior to the failure.

9. Resume normal system activity. This may involve only critical applications or all applications as determined by the department heads and the Disaster Recovery Team.

Disaster Recovery Termination Checklist

This checklist will be used to return to normal system operations once the Galls Lexington Data Center is operational again.

1. Schedule a Disaster Recovery Termination date with the Disaster Recovery Team and the User Department heads.

2. Determine if a full restore to the Galls iSeries is required or can the primary machine be updated incrementally from the SIS data center.

3. Synchronize systems, perform role swap.

4. Resume Normal System Operations

SECTION IV. SUB-CONTRACTING FORMS AND PAYMENT FORM

Failure to Complete, Sign and Submit Both Forms 10 & 20 SHALL render the Bid or Proposal Non-Responsive

Page 1 of 4 – DMI Solicited/Utilized Schedules
City of Tampa – Schedule of All Solicited Sub-(Contractors/Consultants/Suppliers)
(FORM MBD-10)

Contract No.:20-P-01003 Contract Name: **WEB BASED UNIFORM PURCHASING SYSTEM FOR TAMPA POLICE DEPARTMENT RFP #81100920**

Company Name: Galls, LLC Address: 1340 Russell Cave Road Lexington, KY 40505

Federal ID: 20-3545989 Phone: 859-800-1402 Fax: 877-914-2557 Email: Rose-Lindsay@galls.com

Check applicable box(es). Detailed Instructions for completing this form are on page 2 of 4.

[X] **No Firms were contacted or solicited for this contract.**

[ ] **No Firms were contacted because:**_____

[ ] **See attached list of additional Firms solicited and all supplemental information (List must comply to this form)**

Note: Form MBD-10 must list ALL subcontractors solicited including Non-minority/small businesses

NIGP Code Categories: Buildings = 909, General = 912, Heavy = 913, Trades = 914, Architects = 906, Engineers & Surveyors = 925, Supplier = 912-77

S = SLBE W=WMBE O = Neither Federal ID	Company Name Address Phone, Fax, Email	Type of Ownership (F=Female M=Male) BF BM = African Am. HF HM = Hispanic AF AM = Asian Am. NF NM = Native Am. CF CM = Caucasian	Trade or Services NIGP Code (listed above)	Contact Method L=Letter F=Fax E=Email P=Phone	Quote or Response Received Y/N

Failure to Complete, Sign and Submit this form with your Bid or Proposal Shall render the Bid Non-Responsive (Do Not Modify This Form)

It is hereby certified that the information provided is an accurate and true account of contacts and solicitations for sub–contracting opportunities on this contract.

Signed: _____ Name/Title: David Scheve, Chief Financial Officer Date: 10/22/2020

Failure to Complete, Sign and Submit Both Forms 10 & 20 SHALL render the Bid or Proposal Non-Responsive

Forms must be included with Bid / Proposal

MBD 10 rev./effective 02/2016

Page 2 of 4 – DMI Solicited/Utilized

Instructions for completing The Sub-(Contractors/Consultants/ Suppliers) Solicited Form (Form MBD-10)

This form must be submitted with all bids or proposals. **All** subcontractors (regardless of ownership or size) solicited and subcontractors from whom unsolicited quotations were received must be included on this form. The instructions that follow correspond to the headings on the form required to be completed. Note: Ability or desire to self-perform all work shall not exempt the prime from Good Faith Efforts to achieve participation.

- **Contract No.** This is the number assigned by the City of Tampa for the bid or proposal.
- **Contract Name.** This is the name of the contract assigned by the City of Tampa for the bid or proposal.
- **Contractor Name.** The name of your business and/or doing business as (dba) if applicable.
- **Address.** The physical address of your business.
- **Federal ID.** FIN. A number assigned to your business for tax reporting purposes.
- **Phone.** Telephone number to contact business.
- **Fax.** Fax number for business.
- **Email.** Provide email address for electronic correspondence.
- **No Firms were contacted or solicited for this contract.** Checking the box indicates that a pre-determined Subcontract Goal or Participation Plan Requirement was not set by the City resulting in your business not using subcontractors and will self-perform all work. If during the performance of the contract you employ subcontractors, the City must pre-approve subcontractors. Use of the "Sub-(Contractors/Consultants/Suppliers) Payments" form (MBD Form-30) must be submitted with every pay application and invoice. Note: Certified SLBE or WMBE firms bidding as Primes are not exempt from outreach and solicitation of subcontractors.
- **No Firms were contacted because.** Provide brief explanation why no firms were contacted or solicited.
- **See attached documents.** Check box, if after you have completed the DMI Form in its entirety, you need more space to list additional firms and/or if you have supplemental information/documentation relating to the form. All DMI data not submitted on the MBD Form-10 must be in the same format and have all requested data from MBD Form-10 included.

The following instructions are for information of any and all subcontractors solicited.

- **"S" = SLBE, "W" = WMBE.** Enter "S" for firms Certified by the City as Small Local Business Enterprises and/or "W" for firms Certified by the City as either Women/Minority Business Enterprise; **"O" = Non-certified others**.
- **Federal ID.** FIN. A number assigned to a business for tax reporting purposes. This information is critical in proper identification and payment of the contractor/subcontractor.
- **Company Name, Address, Phone & Fax**. Provide company information for verification of payments.
- **Type of Ownership.** Indicate the Ethnicity and Gender of the owner of the subcontracting business.
- **Trade, Services, or Materials** indicate the trade, service, or materials provided by the subcontractor. NIGP codes aka "National Institute of Governmental Purchasing" are listed at top section of document.
- **Contact Method L=letter, F=fax, E=Email, P=Phone.** Indicate with letter the method(s) of soliciting for bid.
- **Quote or Resp. (response) Rec'd (received) Y/N**. Indicate "Y" Yes if you received a quotation or if you received a response to your solicitation. Indicate "N" No if you received no response to your solicitation from the subcontractor. Must keep records: log, ledger, documentation, etc. that can validate/verify.

If additional information is required or you have questions, please contact the Equal Business Opportunity Program - Minority and Small Business Development Office at (813) 274-5522.

Failure to Complete, Sign and Submit Both Forms 10 & 20 SHALL render the Bid or Proposal Non-Responsive

Page 3 of 4 – DMI Solicited/Utilized Schedules

City of Tampa – Schedule of All To-Be-Utilized Sub-(Contractors/Consultants/Suppliers)

(FORM MBD-20)

Contract No.:20-P-01003 Contract Name: **WEB BASED UNIFORM PURCHASING SYSTEM FOR TAMPA POLICE DEPARTMENT RFP #81100920**

Company Name: Galls, LLC Address: 1340 Russell Cave Road Lexington, KY 40505

Federal ID: 20-3545989 Phone: 859-800-1402 Fax: 877-914-2557 Email: Rose-Lindsay@galls.com

Check applicable box(es). Detailed Instructions for completing this form are on page 4 of 4.

[ ] See attached list of additional Firms Utilized and all supplemental information (List must comply to this form)

Note: Form MBD-20 must list ALL subcontractors To-Be-Utilized including Non-minority/small businesses

[X] No Subcontracting/consulting (of any kind) will be performed on this contract.

[ ] No Firms are listed to be utilized because:_____

NIGP Code General Categories: Buildings = 909, General = 912, Heavy = 913, Trades = 914, Architects = 906, Engineers & Surveyors = 925, Supplier = 912-77

Enter "S" for firms Certified as Small Local Business Enterprises, "W" for firms Certified as Women/Minority Business Enterprise, "O" for Other Non-Certified

S = SLBE W=WMBE O =Neither Federal ID	Company Name Address Phone, Fax, Email	Type of Ownership (F=Female M=Male) BF BM = African Am. HF HM = Hispanic Am. AF AM = Asian Am. NF NM = Native Am. CF CM = Caucasian	Trade, Services, or Materials NIGP Code Listed above	$ Amount of Quote. Letter of Intent (LOI) if available	Percent of Scope or Contract %

Failure to Complete, Sign and Submit this form with your Bid or Proposal Shall render the Bid Non-Responsive. (Do Not Modify This Form)

Total ALL Subcontract / Supplier Utilization $_____

Total SLBE Utilization $ _____

Total WMBE Utilization $ _____

Percent SLBE Utilization of Total Bid/Proposal Amt. _____% **Percent WMBE Utilization of Total Bid/Proposal Amt.** _____%

It is hereby certified that the following information is a true and accurate account of utilization for sub-contracting opportunities on this Contract.

Signed: _____ Name/Title: David Scheve, Chief Financial Officer Date: 10/22/2020

Failure to Complete, Sign and Submit Both Forms 10 & 20 SHALL render the Bid or Proposal Non-Responsive

Forms must be included with Bid / Proposal

MBD 20 rev./effective 02/2016

Instructions for completing The Sub-(Contractors/Consultants/ Suppliers) to be Utilized Form

(Form MBD-20)

This form must be submitted with all bids or proposals. All subcontractors (regardless of ownership or size) projected to be utilized must be included on this form. Note: Ability or desire to self-perform all work shall not exempt the prime from Good Faith Efforts to achieve participation.

Contract No. This is the number assigned by the City of Tampa for the bid or proposal.

- **Contract Name.** This is the name of the contract assigned by the City of Tampa for the bid or proposal.
- **Contractor Name.** The name of your business and/or doing business as (dba) if applicable.
- **Address.** The physical address of your business.
- **Federal ID.** FIN. A number assigned to your business for tax reporting purposes.
- **Phone.** Telephone number to contact business.
- **Fax.** Fax number for business.
- **Email.** Provide email address for electronic correspondence.
- **No Subcontracting/consulting (of any kind) will be performed on this contract.** Checking box indicates your business will not use subcontractors when no Subcontract Goal or Participation Plan Requirement was set by the City, but will self-perform all work. When subcontractors are utilized during the performance of the contract, the "Sub-(Contractors/Consultants/Suppliers) Payments" form (MBD Form-30) must be submitted with every pay application and invoice. Note: certified SLBE or WMBE firms bidding as Primes are not exempt from outreach and solicitation of subcontractors, including completion and submitting Form-10 and Form-20.
- **No Firms listed To-Be-Utilized.** Check box; provide brief explanation why no firms were retained when a goal or participation plan requirement was set on the contract. Note: mandatory compliance with Good Faith Effort outreach (GFECP) requirements applies (MBD Form-50) and supporting documentation must accompany the bid.
- **See attached documents.** Check box, if after completing the DMI Form in its entirety, you need more space to list additional firms and/or if you have supplemental information/documentation relating to the scope/value/percent utilization of subcontractors. Reproduce copies of MBD-20 and attach. All data not submitted on duplicate forms must be in the same format and content as specified in these instructions.

The following instructions are for information of Any and All subcontractors To Be Utilized.

- **Federal ID.** FIN. A number assigned to a business for tax reporting purposes. This information is critical in proper identification of the subcontractor.
- **"S" = SLBE, "W" = WMBE.** Enter "S" for firms Certified by the City as Small Local Business Enterprises and/or "W" for firms Certified by the City as Women/Minority Business Enterprise; **"O" = Non-certified others**.
- **Company Name, Address, Phone & Fax**. Provide company information for verification of payments.
- **Type of Ownership.** Indicate the Ethnicity and Gender of the owner of the subcontracting business.
- **Trade, Services, or Materials (NIGP code if Known)** Indicate the trade, service, or material provided by the subcontractor. Abbreviated list of NIGP is available at http:/www.tampagov.net/mbd "Information Resources".
- **Amount of Quote, Letters of Intent** (required for both SLBEs and WMBEs).
- **Percent of Work/Contract.** Indicate the percent of the total contract price the subcontract(s) represent. For CCNA only (i.e. Consultant A/E Services) you must indicate subcontracts as percent of total scope/contract.
- **Total Subcontract/Supplier Utilization.** – Provide total dollar amount of all subcontractors/suppliers projected to be used for the contract. (Dollar amounts may be optional in CCNA depending on solicitation format).
- **Total SLBE Utilization.** Provide total dollar amount for all projected SLBE subcontractors/Suppliers used for this contract. (Dollar amounts may be optional in CCNA proposals depending on the solicitation format).
- **Total WMBE Utilization.** Provide total dollar amount for all projected WMBE subcontractors/Suppliers used for this contract. (Dollar amounts may be optional in CCNA proposals depending on the solicitation format).
- **Percent SLBE Utilization.** Total amount allocated to SLBEs divided by the total bid/proposal amount.
- **Percent WMBE Utilization.** Total amount allocated to WMBEs divided by the total bid/proposal amount.

If additional information is required or you have questions, please contact the Equal Business Opportunity Program - Minority and Small Business Development Office at (813) 274-5522.

N/A

City of Tampa – DMI Sub-(Contractors/Consultants/Suppliers) Payments

[ ] Partial [ ] Final

(FORM MBD-30)

Contract No.: 20-P-01003 WO#,(if any):_____ Contract Name: **WEB BASED UNIFORM PURCHASING SYSTEM FOR TAMPA POLICE DEPARTMENT RFP #81100920**

Contractor Name: Galls, LLC Address: 1340 Russell Cave Road Lexington, KY 40505

Federal ID: 20-3545989 Phone: 859-800-1402 Fax: 877-914-2557 Email: Rose-Lindsay@galls.com

GC Pay Period:_____ Payment Request/Invoice Number:_____ City Department:_____

Total Amount Requested for pay period: $_____ Total Contract Amount (including change orders):$_____

-Type of Ownership - (F=Female M=Male), BF BM = African Am., HF HM = Hispanic Am., AF AM = Asian Am., NF NM = Native Am., CF CM = Caucasian S = SLBE

Type Trade/Work Activity []Sub []Supplier Federal ID	Company Name Address Phone & Fax	Total Sub Contract Or PO Amount	Amount Paid To Date Amount Pending Previously Reported	Amount To Be Paid For This Period Sub Pay Period Ending Date
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$

(Modifying This Form or Failure to Complete and Sign May Result in Non-Compliance)

Certification: I hereby certify that the above information is a true and accurate account of payments to sub – contractors/consultants on this contract.

Signed:_____ Name/Title: David Scheve, CFO Date: 10/22/2020

DMI form 30 (rev. 10/01/12) **Note: Detailed Instructions for completing this form are on the next page**

Instructions for completing The DMI Sub-(Contractors/Consultants/ Suppliers) Payment Form (Form MBD-30)

This form must be submitted with all invoicing or payment requests where there has been subcontracting rendered for the pay period. If applicable, after payment has been made to the subcontractor, "Waiver and Release of Lien upon Progress Payment", "Affidavit of Contractor in Connection with Final Payment", or an affidavit of payment must be submitted with the amount paid for the pay period. The following will detail what data is required for this form. The instructions that follow correspond to the headings on the form required to be completed. **(Modifying or omitted information from this form my result in non-compliance).**

- **Contract No.** This is the number assigned by the City of Tampa for the bid or proposal.
- **W.O.#** If the report covers a work order number (W.O.#) for the contract, please indicate it in that space.
- **Contract Name.** This is the name of the contract assigned by the City of Tampa for the bid or proposal.
- **Contractor Name.** The name of your business.
- **Address.** The physical address of your business.
- **Federal ID.** A number assigned to a business for tax reporting purposes.
- **Phone.** Telephone number to contact business.
- **Fax.** Fax number for business.
- **Email.** Provide email address for electronic correspondence.
- **Pay Period.** Provide start and finish dates for pay period. (e.g. 05/01/13 – 05/31/13)
- **Payment Request/Invoice Number.** Provide sequence number for payment requests. (ex. Payment one, write 1 in space, payment three, write 3 in space provided.)
- **City Department**. The City of Tampa department to which the contract pertains.
- **Total Amount Requested for pay period.** Provide all dollars you are expecting to receive for the pay period.
- **Total Contract Amount (including change orders).** Provide expected total contract amount. This includes any change orders that may increase or decrease the original contract amount.
- **Signed/Name/Title/Date**. This is your certification that the information provided on the form is accurate.
- **See attached documents.** Check if you have provided any additional documentation relating to the payment data. Located at the bottom middle of the form.
- **Partial Payment.** Check if the payment period is a partial payment, not a final payment. Located at the top right of the form.
- **Final Payment.** Check of this period is the final payment period. Located at the top right of the form.

The following instructions are for information of any and all subcontractors used for the pay period.

- **(Type) of Ownership.** Indicate the Ethnicity and Gender of the owner of the subcontracting business or SLBE.
- **Trade/Work Activity.** Indicate the trade, service, or material provided by the subcontractor.
- **SubContractor/SubConsultant/Supplier.** Please indicate status of firm on this contract.
- **Federal ID.** A number assigned to a business for tax reporting purposes. This information is critical in proper identification of the subcontractor.
- **Company Name, Address, Phone & Fax**. Provide company information for verification of payments.
- **Total Subcontract Amount.** Provide total amount of subcontract for subcontractor including change orders.
- **Amount Paid To Date.** Indicate all dollars paid to date for the subcontractor.
- **Amount Pending, Previously Reported.** Indicate any amount previously reported that payments are pending.
- **Amount To Be Paid for this Period.** Provide dollar amount of dollars requested for the pay period.
- **Sub Pay Period Ending Date.** Provide date for which subcontractor invoiced performed work.

Forms must be signed and dated or will be considered incomplete. The company authorized representative must sign and certify the information is true and accurate. Failure to sign this document or return the document unsigned can be cause for determining a company is in non-compliance of Ordinance 2008-89.

If any additional information is required or you have any questions, you may call the Minority Business Development Office at (813) 274-5522.

N/A

City of Tampa
Official Letter of Intent

(Form MBD-40)

A Letter of Intent is required for each WMBE/SLBE listed on the Schedule of Subcontractors to be Utilized (MBD 20 Form). Letter of Intent must be signed by both the Bidder/Service Provider and WMBE/SLBE firm.

Bid/Proposal/Contract Number: _____

Bid/Proposal/Contract Name: _____

A. To be completed by the Bidder/Service Provider

Name of Bidder: Galls, LLC
Address: 1340 Russell Cave Road Lexington, KY 40505

Contact Person: _____
Telephone: _____ Fax: _____
Email: _____

B. To be completed by WMBE/SLBE

Name of WMBE/SLBE: _____
Address: _____

Contact Person: _____
Telephone: _____ Fax: _____
Email: _____

C. Identify the scope of work to be performed or item(s) to be supplied by the WMBE/SLBE. On unit price bids, identify to which bid line item the WMBE/SLBE's work scope or supply corresponds:

_____

D. Cost of work to be performed by WMBE/SLBE: _____

E. Cost of work to be performed by WMBE/SLBE as a percent of total City contract amount:$_____

Bidder/Proposer certifies that it intends to utilize the WMBE/SLBE listed above, and that the work described above is accurate. Bidder/Proposer will provide City with copy of the related subcontract agreement and/or purchase order prior to commencement of the WMBE/SLBE's work. The WMBE/SLBE firm certifies that it has agreed to provide such work/supplies for the amount stated above.

Bidder/Proposer: _____ Date: 10/22/2020
Signature and Title

WMBE/SLBE Firm: _____ Date: _____
Signature and Title

Rev. 10/12/12 MBD 40

Tab #9: Deviations to the RFP

There are no deviations from Galls, LLC for this solicitation.

Tab #10: Compensation

Attachment C/ Addendum #3- Pricing

ATTACHMENT C
COST SUMMARY FORMS

Galls, LLC Response

TPD Web Based Uniform Purchasing Program
Attachment C - COST SUMMARY FORMS

Worksheet 1: Summary

Summary of Total Project Costs

This summary document will automatically update based on input on the corresponding detail cost projection sheets

Cost Categories	Year 1 Cost	Year 2 Cost	Year 3 Cost	Explanation/Notes (if necessary)**
Software License Fees (Worksheet 2)	$ -	$ -	$ -	No Charge
Professional Services / Implementation (Worksheets 3)	$ -	$ -	$ -	No Charge
Training (Worksheet 4)	$ -	$ -	$ -	No Charge
Uniform Inventory (Worksheet 5)	$ -	$ -	$ -	No Charge
Hardware Lease/Purchase, Maintenance & Support Costs (Worksheet 6)	$ -	$ -	$ -	No Charge
Annual Cost Totals/3 Year Total Cost	**$ -**	**$ -**	**$ -**	

Attach additional notes (if needed) to provide full explanation.

Assumptions/Additional Comments

Contract period of three years with renewable option.

Please verify all cell values determined by spreadsheet formulas!!!

Worksheet 2: Software & License Fees

Utilize the functions of the system for normal functions, transactions, observing metrics, processing, etc.
Actual users will have constrained access to the system per their duties.
Estimated numbers are for a Fully Operational (all modules) system.

Detailed Required Subscription Fees By Module

Module	Functionality/Description	Number of Users	Year 1 Fee Per User	Proposed Costs: Year 1	Proposed Costs: Year 2	Proposed Costs: Year 3	Explanation/Notes (if necessary)**
License - Admin Based	Admin level or Power User Based	10	0	$ -	$ -	$ -	No Charge
License - End User Based	Officer to Supervisor level	980	0				No Charge
Maintenance and Upgrades	Hosted application/No additional upgrade cost		0	$ -	$ -	$ -	No Charge
Support	technical assistance provided 24 x 7		0	$ -	$ -	$ -	
Total License Fees			$ -	$ -	$ -	$ -	

Additional License Fees for Recommended Optional Supplemental Modules for Additional Functionality

Module	Functionality/Description	Number of Users	Year 1 Fee Per User	Year 1	Year 2	Year 3	Explanation/Notes (if necessary)**
Integration - API	Integration with ERP	1	0				No Charge
Integration - Reporting	Adhoc Reporting if application is module based	1	0				No Charge
Total License Fees							

**Attach additional notes (if needed) to provide full explanation.

Assumptions/Additional Comments

Enterprise based license structure option for end user

Please verify all cell values determined by spreadsheet formulas!!!

TPD Web Based Uniform Purchasing Program
Attachment C - COST SUMMARY FORMS

Worksheet 3: Professional Services (Implementation)

Estimated Professional Services By Function/Area

		Proposed Costs		
Function	**Cost**	**Year 1**	**Year 2**	**Year 3**
Project Management	$ -	$ -	$ -	$ -
Design Requirement Specification	$ -	$ -	$ -	$ -
Configuration, Development and Unit Testing	$ -	$ -	$ -	$ -
Implementation/UAT Assistance	$ -	$ -	$ -	$ -
User Configuration and Manual Deliverable	$ -	$ -	$ -	$ -
Training Strategy & Deliverables	$ -	$ -	$ -	$ -
Total	**$ -**	$ -	$ -	$ -

In the table below, provide a list of positions/titles and corresponding hourly rates. These rates will be used for any change orders and/or customizations that may be required.

Professional Services Standard Rates

Position/Title	Rate
Project/Customer Manager	$0
Technical/Integration Lead	$0
Business Analyst	$0
Trainer	$0
Report Writer	$0

Assumptions/Additional Comments

Trainer would not be 3rd party
Roles used under professional services should be outlined in the Statement of Work and identified properly

Please verify all cell values determined by spreadsheet formulas!!!

Please verify all cell values determined by spreadsheet formulas!!!

Worksheet 4: Training Costs

Estimated Training Costs for Core Project Team - Admin Level through End User

"ADDENDUM #1"

Worksheet 4: Training Plan by Role

Role	Class Description	Training Type (classroom, online, etc.)	Estimated Number of Students	Cost Per Student	Total Cost	Explanation/Notes (if necessary)**
Admin Training	Trainer level resource, Admin resources updates to sites,	Classroom/Online	8 to 10	0	$0	Ability to add users, update permissions, assign or delegate approvers, update rules for officer rank and merchandise available for rank, notification setups
Supervisor	Sgt to Chiefs that have tiered approval of the officer purchase through the online application	Online	100-120	0	$0	Ability to approve/deny user request, designation of delegate if absent, schedule reports, and email notifications
End User	log in/out, navigation of application, selection and check out process	Online	700	0	$0	User based selection of uniform, ability to purchase additional items outside of standard issue allottments based on rank,
Total					$ -	

**Attach additional notes (if needed) to provide full explanation.

Quantity	Style	Description	Brand	Price	Additional Detail Provided - Please reference Attachment E
50	SH2994 NAV / FX6100	Flying Cross Cross FX Elite Class B Men's Short Sleeve Shirt	Flying Cross - No sub	$67.83	
50	SJ404 NAV / FX5100	Flying Cross Cross FX Class B Mens Short Sleeve Shirt	Flying Cross - No sub	$48.98	
50	SH078 LAPD / 92R78Z	Flying Cross Men's Power Stretch Command 100% Polyester Short Sleeve Duty Shi	Flying Cross - No sub	$39.11	
50	42W78Z	Flying Cross Men's Power Stretch Command 100% Polyester Long Sleeve Duty Shir	Flying Cross - No sub	$42.95	
50	TR1900 NAV / FX67400	Flying Cross Cross FX Elite Class A Mens Uniform Pants	Flying Cross - No sub	$61.80	
50	TJ260 NAV / FX57300	Flying Cross Cross FX Class B Mens Uniform Pants	Flying Cross - No sub	$42.95	
50	TR1311 NAV / 37100	Flying Cross 100% Poly Mens Pants w/Flex WB and T21 Pocket	Flying Cross - No sub	$44.15	
50	SH2995 NAV / FX6100W	Flying Cross Cross FX Elite Class B Womens Short Sleeve Shirt	Flying Cross - No sub	$67.83	
50	SJ405 NAV / FX5100W	Flying Cross Cross FX Class B Womens Short Sleeve Shirt	Flying Cross - No sub	$48.98	
50	SG240 LAPD / 192R78Z	Flying Cross Womens Power Stretch Command 100% Polyester Short Sleeve Shirt	Flying Cross - No sub	$39.11	
50	TR1901 NAV / FX67400W	Flying Cross Cross FX Elite Class A Womens Uniform Pants	Flying Cross - No sub	$64.97	
50	TJ261 NAV / FX57300W	Flying Cross Cross FX Class B Womens Pants	Flying Cross - No sub	$46.12	
50	TR1312 NAV / 37100W	Flying Cross 100% Poly Womens Pants w/Flex WB and T21 Pocket	Flying Cross - No sub	$47.32	
50	SH848 LAPD / 42W84Z	Flying Cross Mens Power Stretch Justice Long Sleeve Shirt with Zipper, 75% Pol	Flying Cross - No sub	$76.23	
50	SH919 LAPD / 92R84Z	Flying Cross Mens Power Stretch Justice Short Sleeve Shirt with Zipper, 75%Pol	Flying Cross - No sub	$70.54	
50	TR677 NAV / 47280	Flying Cross Mens Justice Pants with Freedom Flex Waistband, 75% Poly/25% W	Flying Cross - No sub	$74.88	
50	SR323 LAPD / 142R84Z	Flying Cross Womens Power Stretch Long Sleeve Shirt with Zipper, 75% Poly/ 25	Flying Cross - No sub	$76.23	
50	SR321 LAPD / 192R84Z	Flying Cross Womens Power Stretch Short Sleeve with Zipper, 75% Poly/25% W	Flying Cross - No sub	$70.54	
50	E314RN	Elbeco Textrop 2 (4- pocket) Trousers Male	Elbeco No Sub	$39.75	
50	E9314LC	Elbeco Textrop 2 (4- pocket) Trousers Female	Elbeco No Sub	$39.75	
50	E394RN	Elbeco Tex-trop Hidden Cargo Trouser	Elbeco No Sub	$46.35	
50	E9394LC	Elbeco Tex-trop Hidden Cargo Trouser	Elbeco No Sub	$46.35	
50	Z3314N	Elbeco Tex-Trop Zipper Front Short Sleeve Shirt. Male	Elbeco No Sub	$39.75	
50	Z314N	Elbeco Tex-trop Zipper Front Long Sleeve Shirt. Male	Elbeco No Sub	$43.50	
50	Z9814LCN	Elbeco Tex-trop Zipper Front Short Sleeve Shirt. Female	Elbeco No Sub	$39.75	
50	Z9314LCN	Elbeco Tex-trop Zipper Front Long Sleeve Shirt. Female	Elbeco No Sub	$43.50	
50	P824	Elbeco Paragon Plus Long Sleeve Shirt. Male	Elbeco No Sub	$41.26	
50	P834	Elbeco Paragon Plus Short Sleeve. Male	Elbeco No Sub	$29.50	

50	P844LC	Elbeco Paragon Plus Long Sleeve Female	Elbeco No Sub	$34.50
50	P854LC	Elbeco Paragon Plus Short Sleeve Female	Elbeco No Sub	$29.50
50	E5704R	Elbeco ADU Rip Stop Trousers Male	Elbeco No Sub	$48.99
50	E5714LC	Elbeco ADU Rip Stop Trousers. Female	Elbeco No Sub	$48.99
50	K5184LC / K5144	ELBECO UFX Tactical Polo. Male Long Sleeve / Female Long Sleeve	Elbeco No Sub	$47.99
50	K5134 / K5174LC	ELBECO UFX Tactical Polo Male Short Sleeve / Female Short Sleeve	Elbeco No Sub	$45.84
50	E494RN	Distinction Trousers - Men / Women	Elbco or sub	$74.99
50	F5251	Training Tactical Pant	Elbeco or sub	$27.25
50	48153	Valliant Duty Jacket	Elbeco or sub	$264.23
50	SM616 / SM617	GALLS S/S TAC FORCE POLO	Galls- or Equivalent	$26.63
50	SH2178	GALLS COOLBEST II PERFORMANCE MENS POLO S/S SHIRT	Galls- or Equivalent	$39.92
50	ST125/SJ289	GALLS S/S G-TAC PERFORMANCE POLO	Galls- or Equivalent	$29.82
50	SM721	GALLS L/S TAC FORCE POLO	Galls- or Equivalent	$27.35
10	SJ030 FOSS / 1577191160	COLUMBIA MENS BLOOD & GUTS III L/S SHIRT	Columbia - no Sub	$68.38
10	TT592 BLK / F52643C001	proper SUMMER WEIGHT TACTICAL SHORT	proper - no sub	$35.58
50	JX778 DKNV	GALLS AGENT LTC SOFT SHELL JACKET	Galls- or Equivalent	$43.74
50	**F5252**	proper MEN'S LIGHTWEIGHT TACTICAL PANT ☐ NAVY ☐ BLACK ☐ KHAKI	**proper no sub**	$36.11
50	**F5254**	proper WOMEN'S LIGHTWEIGHT TACTICAL PANT ☐ NAVY ☐ BLACK ☐ KHAKI	**proper no sub**	$36.11
50	**F5253**	proper LIGHTWEIGHT BDU CARGO SHORTS, BLACK ☐ NAVY ☐ BLACK	**proper or equal**	$27.65

50	Z314/Z9314LC	LONG SLEEVE POLY SHIRT - NAVY	Elbeco - No Sub	$70.97
	HASHMARKS			
		HASH MARKS GOLD		
	GOLD-P24L	GOLD BUTTONS - ADD BUTTON HOLES AND BUTTONS		
50	K5140/K5184LC	POLO SHIRT-LONGSLEEVES-ELBECO ☐ MALE ☐ FEMALE	Elbeco or equal	$55.20
50	ST361	T-SHIRT with POLICE on back-moisture wicking-badge on front	Sport-Tek or equal	$15.00
50	8000	MOCK BLACK T-LS W/TPD ON L/COLLAR	Galls or equal	$22.57
50	F5501	BOONIE HAT - NAVY	Tru-Spec or equal	$23.66
50	KEYDRESS	DRESS HAT BLACK or NAVY	Keystone Uniform Cap no sub	$69.23

30	KEYDRESS	DRESS HAT - BLACK WITH GOLD MYLAR		Keystone Uniform Cap no sub	$100.00
50		TIE- BLACK OR NAVY REGULAR		Uniform Cravats or equal	$4.00
50		TIE- BLACK OR NAVY CLIP ON		Unifrom Cravats or equal	$4.23
50		TIE- BLACK OR NAVY VELCRO		Uniform Cravats or equal	$5.92
50		MALE BENDOVER TIE NAVY OR BLACK		Uniform Cravats or equal	$4.00
50	48098	TAC DRY RAIN JACKET - BLACK 5.11 REPLACEMENT BACK PANEL: REFLECTIVE CUSTOM BACK PANEL: BADGE VELCRO PATCH NAME VELCRO PATCH		5.11 - or equal	$127.29
50	Hanes 054X	Hanes Cotton T Shirt	Short sleeve sizes smal	Haines or equal	$11.15
50	Jerzees	Jerzees 437ML Long sleeve cotton t shirt Navy / Black		Jerzees or equal	$12.08
50	48057	PATROL RAIN PANT		5.11 - or equal	$78.58
50	KEYSTONE	HAT - 8 POINT NAVY		Keystone- or equal	$57.75
50	SH3200	JACKET ELBECO SOFTSHELL		Elbeco - or equal	$108.99
20	F550155	BOONIE HAT, BLACK (PLAIN)		Tru-Spec or equal	$8.28
50	74369	STRYKE TROUSERS - BLACK		5.11 no sub	$59.54 $67.88
50	72194	RAPID ASSAULT SHIRT - BLACK RIGHT CHEST - LAST NAME 1/2' (EXAMPLE: A. ROBERTS) SUBDUED LEFT CHEST - BADGE W/TEAM NAME UNDER IT SUBDUED NO EMBLEMS ON SLEEVES ALL EMBROIDERY IN THREAD - SUBDUED		5.11 no sub	$63.83 $70.97
10	CT100	BLACK JUMPSUIT (DIVE TEAM) L/C: TPD BADGE W/DIVE TEAM UNDER BADGE R/C: 1ST INITIAL/LAST NAME BCK: TAMPA /DIVER/POLICE (3") B/SL:TPD SUBDUED EMBLEM		Dickies no sub	$66.51
20	TT592 BLK / F52643C001	proper SUMMER WEIGHT TACTICAL SHORT		proper no sub	$35.58
20	FSLS	TIGER HILL LONG SLEEVE SAGE SHIRT - Grey LEFT CHEST - EMBROIDERED TPD BADGE MARINE UNIT UNDER IT IN 1/2" RIGHT CHEST - 1ST INITIAL, LAST NAME EMBROIDERED BACK - "POLICE" SILKSCREEN, 3", BLACK		Tiger Hill or equal	$56.99
20	SJ030 FOSS / 1577191160	COLUMBIA MENS BLOOD & GUTS III L/S SHIRT - Grey LEFT CHEST - EMBROIDERED TPD BADGE MARINE UNIT UNDER IT IN 1/2" RIGHT CHEST - 1ST INITIAL, LAST NAME EMBROIDERED BACK - "POLICE" SILKSCREEN, 3", BLACK		Columbia No sub	$68.38

10	CP301	COVERALL - LONG SLEEVE LIGHTWEIGHT BACK: Reflective POLICE patch on back Badge on left chest Name on right chest	Dickies no sub	$67.62	
20	ST360	BLACK S/S T-SHIRT LEFT CHEST - K-9 BADGE BACK - K-9 POLICE (GRAY)	Galls or equal	$15.00	
20	ST360LS	BLACK L/S T-SHIRT LEFT CHEST - K-9 BADGE BACK - K-9 POLICE (GRAY) Scrren print	Galls or equal	$19.00	
20	F5456	BDU SHIRT 2 POCKET SHORT SLEEVE	proper no sub	$49.97	
20	F5452	BDU SHIRT 2 POCKET LONG SLEEVE BOTH embroidery COLLARS T.P.D. - see specs LEFT CHEST: K-9 BADGE W/K-9 UNDER BADGE BOTH SHOULDERS - TPD PATCH SUBDUED RIGHT CHEST: 1st INITIAL LAST NAME	proper no sub	$60.00	
50	F5201-38-001	BDU TROUSERS	proper or equal	$27.65	
50	F5321	proper ICE S/S POLO	proper no sub	$52.99	
50	F5319	proper POLO SHIRT - LONG SLEEVES, BLACK BOTH SLEEVES - TPD EMBLEM, SUBDUED RIGHT CHEST - 1st INITIL & LAST NAME, See specs LEFT CHEST: TPD K-9 BADGE,EMBROIDERED PATCHES ARE SUBDUED	proper no sub	$61.99	
20	F5341/F5327	POLO SHIRT, proper ICE, LAPD NAVY SHORT SLEEVE SUBDUED / SUBDUED RELFLECTIVE CHEVRONS LEFT CHEST - SUBDUED / SUBDUED REFLECTIVE TPD BADGE PATCH RIGHT CHEST -EMBROIDERY FIRST INITIAL AND LAST NAME BACK - "POLICE" SILKSCREENED IN REFLECTIVE SILVER 3"	proper no sub	$66.46	**Example Picture 2 Polo shirt** with Tampa Police subdued gray reflective patch / reflective subdued gray sergeant chevrons Example Picture 3 Polo Shirt with Tampa Police subdued gray patch / subdued gray sergeant chevrons **Example Pictures 5 and 16 Polo shirt** with Tampa Police reflective POLICE screen print on back
10	ARGO	Motor cycle BREECHES, ARGO, NAVY	Argo no sub	$248.99	
20	74407	BREECHES, 5.11 NAVY	5.11 no sub	$92.88	
6	4473Z	CUSTOM TAYLOR LEATHER MOTOR JACKET - Pittsburg Leather ADD MOTORCYCLE WING EMBLEM TO LEFT SLEEVE	Taylors no sub	$400.00	
50	72149	RAPID ASSAULT SHIRT - NAVY	5.11 No sub	$68.99	
20	F5341	POLO SHIRT - SHORT SLEEVES - ICE - NAVY FIRST INITIAL, LAST NAME, SUBDUED BADGE, Motor EMBLEM ON BACK POLICE REFLECTIVE	Proper or equal	$63.78	Example Picture 1 - Polo shirt with Tampa Police subdued gray reflective patch / reflective subdued gray Motor Unit patch attached
	F5315	POLO SHIRT - LONG SLEEVES ICE NAVY FIRST INITIAL, LAST NAME, SUBDUED CLOTH BADGE, EMBLEMS ON BACK POLICE REFLECTIVE	proper	$65.48	
10	S588VT	YELLOW SPIEWAK HIGH VIS JACKET	Spiewak no sub	$207.99	
		BACK: "POLICE" IN REFLECTIVE SILVER, 3"			
		SUBDUED PATCHES BOTH SLEEVES			
10	S1785	BLACK SPIEWAK MOTOR RAIN PANTS	Spiewak no sub	$143.72	
10	27950	CHIPPEWA TROOPER BOOTS	Chippewa no sub	$250.00	
	401	OCEAN NAVY BIKE SHIRT	Mocean or equal	$79.99	

20		LEFT CHEST - BADGE (IN SILVER OR GOLD); RIGHT CHEST - "POLICE" IN REFLECTIVE, 1"; LEFT SHOULDER - MIC TAB; BACK - "POLICE" IN RETRO REFLECTIVE SILVER, 3" B/S REFLECTIVE EMBLEMS & CHEVRONS-SUBDUED			Example - Picture 11 Polo shirt with reflective POLICE on from right che
20	4409002	RU-SPEC LONG SLEEVE BIKE SHIRT LEFT CHEST - BADGE (IN SILVER OR GOLD); RIGHT CHEST - "POLICE" IN REFLECTIVE, 1"; LEFT SHOULDER - MIC TAB; BACK - "POLICE" IN RETRO REFLECTIVE SILVER, 3" B/S REFLECTIVE EMBLEMS & CHEVRONS-SUBDUED	Mocean or equal	$79.99	
20	6070R	MOCEAN ZIP UP SLEEVE JACKET, NY BLUE LEFT CHEST - BADGE (IN SILVER OR GOLD); RIGHT CHEST - "POLICE" IN REFLECTIVE, 1"; MIC TABS BOTH SHOULDERS; LEFT SHOULDER - MIC TAB;TPD PATCHES BOTH SLEEVES; BACK - "POLICE" IN RETRO REFLECTIVE SILVER, 3" B/S REFLECTIVE EMBLEMS & CHEVRONS-SUBDUED	Mocean or equal	$150.00	
20	TR603 NAV SM	MOCEAN TECH STRETCH SHORT	Mocean no sub	$38.46	
20	SR065 NAV SM	MOCEAN TECH S/S REFLECTIVE POLO	Mocean no sub	$38.90	
		HEAT TRANSFER		$19.75	
		Embroidered TAMPA POLICE BADGE SIL 3.25 x 4		$12.57	
		TAMPA POLICE FL SHD GRAY/BLK 3.25x4		$8.77	
10	2058Z	MOCEAN CYCLING PANT "ZIP OFF"	Mocean or equal	$92.31	
	1160	SHORT - LONGER LENGTH		$38.46	
5	See attachment	TWO PIECE FLAME RETARDANT FLIGHT SUIT TPD SUBDUED PATCHES ON BOTH SLEEVES 3-1/2" VELCRO CIRCLE ON RIGHT CHEST	See specs on attachment	$233.38	
50	K5131/ K5171LC	ELBECO POLO Short sleeve L/C - TPD BADGE R/C - 1ST INITIAL, LAST NAME OTHER:	Elbeco no Sub	$45.84	Example in pictures 13 and 10 The standard embroidered Tampa Police Badge will be 3" H x 2" W. The badge will be either gold or silver or subdue (shaded) gray depending on the employee's assignment. There maybe exceptions deemed by the agency in rare circumstances to adjust the embroidered badge specifications.
50	F5452	BDU SHIRT, L/S, 2-POCKET, NAVY, 65/35 RIP-STOP RIGHT CHEST: EMBROIDERY "POLICE" IN WHITE 1/2" LEFT CHEST: EMBROIDERED BADGE BACK: SILKSCREEN "POLICE" IN WHITE 3" TPD PATCHES BOTH SHOULDERS	proper no sub	$62.49	
50	F52013845	BDU PANTS, NAVY, 65/35 RIP-STOP	proper no sub	$27.65	
50	M: CS410 L: CS411 OR	CORNERSTONE TACTICAL POLO, BLACK WITH EMBROIDERED BADGE & TEXT UNDER	Cornerstone - No sub	$37.11/$41.72 $40.20/$46.34	
50	TS1035/1031	TRUESPEC STRETCH TROUSERS - KHAKI	Truespec or equal	$50.09/$59.40	
50	F5321	proper Ice Polo RIGHT CHEST - 1st INITIAL /LAST NAME LEFT CHEST - BADGE W/"TRAINING UNIT" UNDER BADGE 1/2"	proper or equal	$48.99	
	71152	5.11 TACTICAL SHIRT - NAVY S/S LEFT CHEST - TPD BADGE EMBROIDERED IN SILVER	5.11 No Sub	$55.49	

50		"ENVIRONMENTAL CRIMES UNIT" UNDER IT IN SILVER, 1/2" RIHT CHEST - FIRST INITIAL LAST NAME IN SILVER OR GOLD 1/2"			
50	72157	5.11 TACTICAL SHIRT - NAVY L/S	5.11 or equal	**$42.86**	
50	74251	5.11 TACTICAL PANTS - KHAKI	5.11 or equal	**$41.68**	
10	59405	5.11 OPERATOR BELT - COYOTE	5.11 or equal	**$30.95**	
	41060	5.11 POLO SHIRT - NAVY, SHORT SLEEVE LEFT CHEST - TPD BADGE EMBROIDERED IN GOLD "TRAINING UNIT" UNDER IT IN SILVER, 1/2" RIHT CHEST - FIRST INITIAL, AND LAST NAME IN SILVER see specs	5.11 or equal	**$48.35**	Example - Picture 13 Polo shirt with Tampa Police embroidered gold badge / first initial, last name embroidered / option of unit name under badge
2	12110	BOOT - COYOTE	COYOTE	**$80.98**	
50	71340	5.11 FREEDOM FLEX SS SHIRT - BLACK EMBROIDERED BADGE AND NAME	5.11 or equal	**$60.26**	
50	5350 KINETIC	KINETIC LONG SLEEVE NAVY 65/35 RIP STOP STRETCH BADGE EMBLEM ADD NAME_____ EMBLEMS BOTH SLEEVES	proper or equa;l	**$65.85**	
50	5294 KINETIC	KINETIC TROUSERS NAVY 65/35 RIP STOP STRETCH TO MATCH ABOVE - SH	proper or equal	**$43.52**	
50	ST36	T-SHIRT S/S SHORT SLEEVES MOISTURE WICKING POLICE ON THE BACK/BADGE ON FRONT	Galls or equal	**$15.00**	
50	ST350LS	T-SHIRT L/S LONG SLEEVES MOISTURE WICKING POLICE ON THE BACK/BADGE ON FRONT	Galls or equal	**$19.00**	
50	JT38NV	JACKET W/LINER (RED KAP), NAVY LEFT SLEEVE - CIVILIAN COMMUNICATIONS PATCH (CITY SEAL W/POLICE DEPARTMENT UNDER SEAL COMMUNICATIONS UNDER POLICE DEPARTMENT)	Red Kap or equal	**$42.32**	
50	JT38BK	JACKET W/LINER (RED KAP), BLACK LEFT SLEEVE - CIVILIAN COMMUNICATIONS PATCH (CITY SEAL W/POLICE DEPARTMENT UNDER SEAL COMMUNICATIONS UNDER POLICE DEPARTMENT)	Red Kap or equal	**$42.32**	
50	8200	SNAP FRONT WINDBREAKER LS - CIVILIAN COMMUNICATIONS PATCH (CITY SEAL W/POLICE DEPARTMENT UNDER SEAL COMMUNICATIONS UNDER POLICE DEPARTMENT)	Snap front or equal	**$27.99**	
50	JT38N	JACKET W/LINER (REDKAP), NAVY LEFT SLEEVE - CIVILIAN PATCH (CITY SEAL W/POLICE DEPARTMENT)	Red kap or equal	**$42.32**	
50	JT38	JACKET W/LINER (REDKAP), NAVY LEFT SLEEVE - CIVILIAN PATCH (CITY SEAL W/POLICE DEPARTMENT RIGHT CHEST - 2 LINE EMBROIDERY (IN WHITE OR GOLD), 1/2" "TAMPA POLICE EVIDENCE CONTROL"	Red Kap or equal	**$46.02**	
20	F5311/F304	proper LIGHTWEIGHT TACTICAL S/S SHIRT, NAVY TPD PATCHES ON BOTH SLEEVES LEFT CHEST - TWO LINE EMBOIDERY, WHITE 3/4" LETTERS "FORENSICS UNIT"	proper or equal	**$44.08**	
20	F5312/F305	proper LIGHTWEIGHT TACTICAL L/S SHIRT, NAVY TPD PATCHES ON BOTH SLEEVES LEFT CHEST - TWO LINE EMBOIDERY, WHITE 3/4" LETTERS "FORENSICS UNIT"	Proper or equal	**$45.40**	

5	KP14NV	LAB COAT NAVY - PLAIN			Red Kap or equal	$20.06
20	S360	SAFETY VEST FORENSICS ON BACK			Full Force or equal	$19.97
20	F5254	proper LADIE'S LIGHTWEIGHT TACTICAL TROUSERS NAVY			proper no sub	$36.11 $36.11
30	E494/E9494LC	ELBECO, POLY/WOOL MIDNIGHT PANTS				$77.09
30		SAM BROWNE BELT BUCKLE with brass hardware in a nickel of brass finish			SAM BROWNE No sub	$22.46
30		CLARINO SHOULDER STRAP GOLD OR SILVER Sam Browne 1 1/4" wide Clarino			SAM BROWNE No sub	$37.51
30		Sam Browne 2 1/4 " wide Clarino (high gloss) belt			SAM BROWNE No sub	$22.46
30	9131	CLARINO TAPERED CUFF CASE GOLD OR SILVER			Clarino no sub	$23.54
30	8531	CLARINO SINGLE MAG HOLDER Clarino (shiny gloss) with visible snap in either a			Clarino no sub	$29.45
30	JP1402AC	CLARINO HOLSTER/M&P40			Clarino no sub	$69.29
30	66100	White parade gauntlet style gloves with grip texture Honor Guard				$3.69
30		CITATION CORD - BLACK W/THIN BLUE LINE For Honor Guard				$20.38
20	8209	WINDBREAKER, BLACK LEFT CHEST: EMBROIDERED BADGE GOLD OR SILVER RIGHT CHEST: 1st INITIAL, LAST NAME, see specs BACK: "POLICE" EMBROIDERED IN WHITE, 2-1/4" TPD PATCHES BOTH SHOULDERS			Galls or equal	$55.48
	CHEVRON					$5.25
	CHEVRON					$5.25
	CHEVRON					$5.25
	COR-CHEV	CHEVRON	CORPORAL CHEVRONS			$5.25
	DETECTIVE-CHEVRON	CHEVRON	DETECTIVE CHEVRONS	BLUE		$5.25
	MASTER PATROL OFFICER-CHEV	CHEVRON	MPO CHEVRONS			$5.25
	SENIOR DETECTIVE CHEVRON	CHEVRON	SENIOR DETECTIVE CHEVRONS	BLUE		$5.25
	SERGEANT CHEVRON	CHEVRON	SERGEANT CHEVRONS			$5.25
	SENIOR SERGEANT CHEVRON	CHEVRON	SENIOR SERGEANT CHEVRONS	GOLD		$5.25

	CHEVRONS	CHEVRON	CHEVRONS (ALL RANKS)	GOLD/SILVER		$5.25	
	HASHMARKS			GOLD OR POWDER / FRENCH E		$5.25	
	BUTTONS	GOLD BUTTONS - ADD BUTTON HOLES AND BUTTONS TO STAFF SHIRTS				$7.40	Example picture 12 Gold buttons with backing added to staff shirts
	Department Patch					$1.37	
	Patch Application					$3.02	

TPD Web Based Uniform Purchasing Program
Attachment C - COST SUMMARY FORMS
Worksheet 6: Hardware Purchases, Maintenance and Support

Number of Devices and Additional Components	

Detailed Costs by Device/Component

Device/Component	Description	Quantity	Proposed Costs Year 1	Year 2	Year 3	Explanation/Notes (If necessary)**
		0	$ -	$ -	$ -	No Charge
		0	$ -	$ -	$ -	No Charge
Total			$ -	$ -	$ -	

**Attach additional notes (if needed) to provide full explanation.

Assumptions/Additional Comments

Web Based application not requiring on premise hardware equipment.

Hosted Maintenance and Support is under the Software License tab.

Please verify all cell values determined by spreadsheet formulas!!!

ATTACHMENT C - TAMPA POLICE REQUEST FOR PURCHASE (RFP) FOR WEB BASED UNIFORM ORDERING APPLICATION

Requirements Matrix Instructions

Proposers must indicate whether their proposed solution meets the listed requirements by providing a response to each individual requirement using the legend that follows. Areas that are "grayed out" represent information provided to structure or add context to the requirements and a response code should not be entered. Any requirements that are left blank, or requirements for which responses other than the responses listed below are given, will be evaluated as an "NA".

Response Code Definitions:

SF – Standard Functionality
The solution provides the requested functionality today. The product can satisfy the specification "**out-of-the-box**" without any modification to the standard baseline system offering. "SF" is only to be used if the baseline solution as delivered in the current release **fully meets** the requirement "as is" or through system configuration.

NR – Provided in Next Release
The next release of the software/hardware will include the requested functionality. Only use "NR" if the very next release of the baseline system/software/hardware will fully meet the requirement. Only formal releases that have been published (not beta's) and are accessible from the solution vendor shall be considered when addressing this requirement. If TPD will NOT automatically be included in the release, as a normal warranty/support item, so state in the comments section. ***A brief identifier/description of the referenced release should be included in the "Comments" section.***

MD – Modification Required
Modifications must be made to the standard soluton offering to satisfy the specified requirement, prior to full implementation. ***A brief explanation is required to support any proposed modification; explanations should be provided in the "Comments" section of the matrix and initial cost to implement the modification is to be provided within the "COST" column of the matrix. Estimated costs and work effort associated with each modification must be addressed in the separate cost proposal.***

TP – Third Party Software/Hardware Required
The desired feature or functionality is not available as part of the standard (baseline) software functionality but is a standard feature of third-party software/hardware proposed to satisfy the specified system requirement. The third-party software, which is fully integrated with the proposed primary solution, provides the requested functionality. ***The proposed third party product can satisfy the specification "out-of-the-box" without any modification to the standard baseline software offering. Only use "TP" if the third party software/hardware fully meets the requirement.***

NA – Cannot Meet Requirement
The desired feature or functionality is not available as part of the standard (baseline) solution functionality, in the next software release, through modification/enhancement, reporting tools, **or** third party software/hardware. The requirement would most likely need to be met by a process workaround or by reengineering the baseline product and/or system.

	TAMPA POLICE UNIFORM REQUEST FOR PURCHASE (RFP) INCLUDING ORDERING AND INVENTORY ONLINE SOLUTION
Vendor Response Codes	
SF	Standard Functionality ("Out-of-the-Box")
NR	Provided in Next Release
MD	Modification Required
TP	Third Party Software/Hardware Required
NA	Cannot Meet Requirement

Summary Statistics:	
Code	Count
SF	17
NR	0
MD	0
TP	0
NA	0
XX	0

(If any vendor response other than SF - INCLUDE COMMENT)

Functional/General Category: **Product, Merchandise, Inventory, Contractual Policy, Warranties**

Reference Number	Business Requirements	Mandatory(M) or Desirable(D)	Vendor Response Code	Comments
FG - 1	Perform alterations and repairs to uniform items within seven (7) calendar days from day of receipt	M	SF	
FG - 2	Must be able to provide a tailor/account liasion for the purpose of providing alterations onsite at scheduled times with no longer than 8 hours in a 24 hour period (not before 6am and not after 8pm) needed by TPD at main headquarters or at vendor owned storefront location within City of Tampa limits	M	SF	
FG -3	Abilty to deliver uniforms to specified agency locations as referenced within the RFP within the City of Tampa limits	M	SF	
FG -4	Ability to purchase inventory of goods free and clear of any encumbrances and hold title to said goods forthwith at the signing of this agreement	M	SF	
FG - 5	Must have the ability to show that manufactured merchandise is sold in compliance with all governmental laws, rules and regulations	M	SF	
FG - 6	Products manufactured in full compliance with all applicable import regulations established by the US Custom Services and the Federal Trade Commission	M	SF	
FG - 7	Must be warranted for the manufacturer's warranty period, to be free from material defects and fit for their intended use and fit for their particular purpose	M	SF	
FG - 8	Replace or repairs said items under the manufacturer's warranties by accepting the returned merchandise, replacing the same to TPD and/or TPD employees and then dealing with the manufacturer to seek warranty performance relative to the goods	M	SF	
FG - 9	Receive, process and ship individual items as required	M	SF	

Functional/General Category:	Product, Merchandise, Inventory, Contractual Policy, Warranties			
Reference Number	Business Requirements	Mandatory(M) or Desirable(D)	Vendor Response Code	Comments
FG - 10	Provide quality embroidery, screen printing, and heat processing for all merchandise based on the TPD written specifications	M	SF	
FG - 11	Product literature, specifications and technical information provided online or as needed	M	SF	
FG - 12	Maintain sufficient onsite at TPD Headquarters or vendor owned storefront locations of "Class B" deemed inventory and accessory items specified in the RFP inventory tab (Attachment E)	M	SF	
FG - 13	Ability to provide "right to audit" clause statement within contract if selected	M	SF	
FG - 14	Provide a detailed return policy document that includes acceptance of returns with no cost to TPD	M	SF	
FG - 15	Provide any instances of current litigation against your company or cancellations of agreement prior to expiration?	M	SF	
FG - 16	Specifications due to TPD changes could impact your firms purchase and or selling of existing inventory. Please validate process in written form on how this is handled.	M	SF	
FG - 17	Be able to show the handling of how discontinued items are replaced to the customer (TPD's) satisfaction	M	SF	

Functional/General Category:	Product, Merchandise, Inventory, Contractual Policy, Warranties			
Reference Number	Business Requirements	Mandatory(M) or Desirable(D)	Vendor Response Code	Comments

TAMPA POLICE UNIFORM REQUEST FOR PURCHASE (RFP) INCLUDING ORDERING AND INVENTORY ONLINE SOLUTION

or Response Codes

SF	Standard Functionality ("Out-of-the-Box")
NR	Provided in Next Release
MD	Modification Required
TP	Third Party Software/Hardware Required
NA	Cannot Meet Requirement

Summary Statistics:		35
Code	**Count**	**Percent**
SF	24	68.57%
NR	0	0.00%
MD	0	0.00%
TP	0	0.00%
NA	0	0.00%
XX	0	0.00%

other than SF - INCLUDE COMMENT)

TECHNICAL REQUIREMENTS

Reference Number	Business Requirements	Mandatory(M) or Desirable(D)	Vendor Response Code	Comments
FT - 01	Provide an online secure ordering system that show accessible by users defined and approved by the customer through unique names and password assignment	M	SF	
FT-02	Mobile Device Compatibility should be mobile responsive for ease of use for online ordering, compatbile with all smart phones and tablets and accessible from any location	M	SF	
FT - 03	Include a employee based management and tracking segment. This should include but not limited to employee information required to properly process order and provide management reports	M	SF	
FT - 04	Application must be Role based security model. This should include the ability for up to four (4) levels of approval from order processing to completion	M	SF	
FT-05	Online application must allow for department administratos to have the ability to create users, update user profiles, shop by locations and should allow manager selection as an option for approval of order	M	SF	
FT-06	Online ordering system must be integrated with Customer's ERP system which will importing of employee data for user setup and also for exporting of shipment quantities and dates would be passed back through ERP for accounting and reporting purposes	M	SF	
FT - 07	Online ordering system should provide a robust, on demand management reporting that includes exports to PDF and XLS formats for monthly financial reporting. Reporting should be able to be sent as an attachment directly to requestors through email or viewed from the reports dashboard within the application	M	SF	

TECHNICAL REQUIREMENTS

Reference Number	Business Requirements	Mandatory(M) or Desirable(D)	Vendor Response Code	Comments
FT - 08	Online ordering system should have within their reporting module the flexibility to pull requested reports computerized transaction records by individual user and maintain computerized reports containing supervisor approval of orders	M	SF	
FT - 09	Employee access to place direct order through web based system, track items issued, items returned, veriifcation of order date, delivery time and tracking, along with shipping notifications	M	SF	
FT - 10	System should allow ordering restrictions by quantity with command override	M	SF	
FT- 11	Turnkey Custom website exclusive for Tampa PD. Abilty to customize website text if required based on the direction of TPD.	M	SF	
FT- 12	Option to allow officer signature through docusign or another 3rd party signature application	D	SF	
FT- 13	Be able to provide an online and/or helpdesk support call center for online questions or ordering assistance and be operational 24 hours/day	M	SF	
FT- 14	Administrators site maintenance features should allow customer's website administrator to add/remove product as needed	M	SF	
FT-15	Administrators task management features should allow customer administrators to submit work requests through the online ordering application so that requests are visible through a workflow and accompanied by automatic email notifications	M	SF	
FT-16	Has the ability to accept officer payments online through a payment portal and allow payment posting transaction to integrate easily with customer's ERP application	M	SF	
FT-17	Online ordering system needs to be able to list TPD stock items that are maintained until current warehouse stock items are depleted. If not mandatory, please provide a recommended solution from the website to handle this	M	SF	
FT-18	On demand reporting module should also "out of the box" reports to be generated and should include reports such as Allotment, Order History Sales, Itemized Sales, Allotment Activity, Unit Allotment Activity, Backorder User Purchasing History, and Dropship Reports	M	SF	
FT - 19	Requirement FT - 04 speaks to approval hiearchy requirements and should als be able to place orders in the "Hold for Approval" status as defined by the TPD Uniform profile. Orders will need to be released by administrator and allow system generated approval emails to be sent on when the orderwas approved and provide website inks in email format	M	SF	

TECHNICAL REQUIREMENTS

Reference Number	Business Requirements	Mandatory(M) or Desirable(D)	Vendor Response Code	Comments
FT - 20	Online ordering system must allow for orders placed using a "shop by individual" feature which provides an administrator the ability to place a large bulk uniform order and segment the order down to the individual employee, eliminating the necessity to place a separate order for each employee	M	SF	
FT - 21	Online ordering system should be configurable to support a broad range of customer uniform program requirements, allow a uniform program profile to be established with each customer and serviced throughout the online ordering system process. Profile will include parameters such as employee management, allotment management, product offering, delivery requirements and invoicing	M	SF	
FT - 22	Provide capability within application for Optional Allotment Management which would allow employees to purchase uniforms in excess of their allotted amount via credit card.	D	SF	
FT - 23	Provide capability to have optional payroll deduction management if customer required. This would allow the system to track deposits, withdrawals and renew payroll decition funds to users	D	SF	
FT - 24	Online order application should provide controlled uniform order placement by tying together employee, product offering, shop by location and allottment management segments of the system as governed by the uniform program profile	M	SF	
FT - 25	Website must be accesible by all common website browsers including the latest versions of IE, Chrome, and Edge	M	SF	

ATTACHMENT C - WEB BASED UNIFORM ORDERING SYSTEM

Vendor Response Codes

SF	Standard Function ("Out-of-the-Box")
NR	Provided in Next Release
MD	Modification
TP	Third Party Software Required
NA	Cannot Meet Requirement

Summary Statistics:		35
Code	**Count**	**Percent**
SF	9	25.71%
NR	0	0.00%
MD	0	0.00%
TP	0	0.00%
NA	0	0.00%
XX	0	0.00%

(If any vendor response other than SF - INCLUDE COMMENT)

Technical Category: Cloud Storage - Website Security

Reference Number	Business Requirements	Mandatory(M) or Desirable(D)	Vendor Response Code	Comments
CS-1	CJIS compliant security of data during connection and transfer to hosted cloud solution.	S	SF	
CS-2	Hosting site shall have environmental safeguards of data centers such as fire detection and fire suppression, uninterruptible power supplies, power generator management, and climate control. Please explain.	M	SF	
CS-3	Cloud hosting location site will mirror and archive 100% of the live data at a secondary site 1,000 miles or more from the primary site for disaster recovery backup. Please explain.	M	SF	
CS-4	Security of hosted system shall have a fully implemented information security program i.e. network Intrusion Detection and Prevention, restrictive firewall rule sets. Please explain your cloud security measures and protocol in detail.	M	SF	
CS-5	Redundancy of network gateways using multiple, physically non-contiguous US locations in case of network related issues of host server.	M	SF	
CS-6	Shall have third party vendor access to system prohibited unless allowed by written authorization from agency.	M	SF	
CS-7	Describe method in detail to protect our information, including all information about our application and any risks discovered, while it is in your custody. Please describe your network security, information storage security, and need-to-know processes.	M	SF	
CS-8	Options preferred for Two-Factor Authentication, IP access restriction/filtering, and/or security challenge questions upon access from an unknown or previously used location.	M	SF	

Technical Category: Cloud Storage - Website Security

Reference Number	Business Requirements	Mandatory(M) or Desirable(D)	Vendor Response Code	Comments
CS-9	System shall send email alerts when it is down, going down for maintenance, off-line, or any other alert pertaining to operational/security events. Please explain.	M	SF	

Requested Voluntary Information Regarding
Bidder's Initial Employment Application Content

The Bidder's own initial application for employment has criminal history screening practices similar in nature to the practices contained in Chapter 12, Article VI – Criminal History Screening Practices, City of Tampa Code of Ordinances. *(Responses, whether "Yes" or "No", are for informational purposes only and will not be used as a basis of award or denial, nor as a basis for any protest)*: [x] Yes [_] No

Firm Name: Galls, LLC

Authorized signature: _____ Date: 10/22/2020

SECTION III. PROPOSER'S AFFIDAVIT AND PROPOSAL SIGNATURE FORMS

PROPOSER'S AFFIDAVIT

Before me, the undersigned authority who is duly authorized by law to administer oaths and take acknowledgements, personally appeared

David Scheve, Chief Financial Officer Galls, LLC

AFFIANT'S NAME

Who, after being duly cautioned and sworn, and being fully aware of the penalties of perjury, does hereby depose and declare, on his own behalf or as a representative on behalf of a partnership or corporation, or other entity that is the Proposer in the matter at hand, as follows:

1. That the Proposer, if a natural person, is of lawful age.

2. That if the Proposer is a partnership, or a corporation, or other legal person or entity recognized in the State of Florida, it has complied with all laws and ordinances governing the formation and continued existence of such entities, including but not limited to, if a Florida corporation, to the filing of its Articles of Incorporation with the Florida Secretary of State and if a corporation incorporated under the laws of a state other than Florida, that it is duly authorized to do business in the State of Florida; that it is currently an active corporation or entity fully authorized to do business; and that the undersigned is representative of the corporation or entity authorized to make this affirmation and declaration and who has the power to bind said corporation or entity.

3. That if the Proposer is operating under a fictitious name, Proposer has currently complied with and any and all laws and procedures governing the operation of businesses under fictitious names in the State of Florida;

4. That the Proposer has not submitted a rigged Bid, nor engaged in collusive bidding, or a collusive bidding arrangement, or fraudulent bidding, or entered into a conspiracy in connection with this bid with any other natural person, partnership, corporation or other entity making a bid for the same purpose. The Proposer has not entered into any understanding or agreement with any other person or entity where one or more such persons or entities agrees not to bid or fixing the prices to be bid.

5. In the event that the City determines that the Proposer has participated in any collusive, deceptive or fraudulent practices in derogation of the statements in this Affidavit the City, in addition to any other remedy it may exercise, will have the right to debar the Proposer. The contract let under such circumstances shall be deemed invalid.

6. That the Proposer is not in arrears to the City of Tampa upon debt or contract and is not in default, as surety or otherwise, of any obligation to the City, Hillsborough County or the State of Florida.

7. That no officer or employee of the City, either individually or through any firm, corporation or business of which he/she is a stockholder or holds office, shall receive any substantial benefit or profit out of the contract or award to this Proposer; nor does the Proposer know of any City officer or employee having any financial interest in assisting the Proposer to obtain, or in any other way effecting, the award of the contract to this Proposer.

8. That, by submitting this bid, the Proposer certifies that he/she has fully read and understands the bid method and has full knowledge of the scope, nature, and quality of work to be performed or the services to be rendered.

9. That, by submitting this Proposal, Affiant certifies compliance with Section 287.135, Florida Statutes and for contracts for goods or services of $1 million or more, that the Proposer is not on the Scrutinized Companies with Activities in the Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and is not engaged in business operations in Cuba or Syria, and that for contracts for goods or services of any amount, that the Proposer is not on the Scrutinized Companies that Boycott Israel List, and is not engaged in a boycott of Israel. Affiant understands that pursuant to Section 287.135, Florida Statutes, the submission of a false certification may subject Proposer to civil penalties, attorney's fees, other costs and termination of any contract that is awarded.

FURTHER AFFIANT SAYETH NOT.

Proposer: Complete the applicable Acknowledgement for An Individual Acting In His Own Right, a Partnership, Corporation or Limited Liability Company (LLC), according to your firm type.

FOR AN INDIVIDUAL ACTING IN HIS OWN RIGHT

State of _____
County of _____

The foregoing instrument was sworn to (or affirmed) and subscribed before me this _____ day of _____ 20__, by _____, who is personally known to me or who has produced identification and who did (did not) take an oath.

_____
Signature of Notary Public

_____
Signature of Affiant

Notary Public
State of: _____
My Commission
Expires: _____

_____
Printed, typed or stamped
Commissioned name of notary public

_____
Printed or typed name of Affiant

FOR A PARTNERSHIP

State of _____
County of _____

The foregoing instrument was sworn to (or affirmed) and subscribed before me this ____ day of _____ _____
20__, by _____, who is a partner on behalf of _____, a partnership. He/She is personally known to me or has produced identification and did (did not) take an oath.

_____
Signature of Notary Public

_____
Signature of Affiant

Notary Public
State of: _____
My Commission
Expires: _____

_____
Printed, typed or stamped
Commissioned name of notary public

_____
Printed or typed name of Affiant

FOR A CORPORATION

State of _____
County of _____

The foregoing instrument was sworn to (or affirmed) and subscribed before me this _____ day of_____20_____, by _____, who

is_____
(Title)

of_____
(Corporation Name)

a corporation under the laws of the State of _____, on behalf of the said corporation. He/She is personally known to me or who has produced identification and who did (did not) take an oath.

_____ _____
Signature of Notary Public Signature of Affiant

Notary Public
State of: _____
My Commission
Expires: _____

_____ _____
Printed, typed or stamped Printed or typed name of Affiant
Commissioned name of notary public

FOR A LIMITED LIABILITY COMPANY (LLC)

State of Kentucky
County of Fayette

The foregoing instrument was sworn to (or affirmed) and subscribed before me this 22nd day of October 2020, by _____, who

is Chief Financial Officer
(Title)

of Galls, LLC
(Corporation Name)

a corporation under the laws of the State of Kentucky, on behalf of the said entityn. He/She is personally known to me or who has produced identification and who did (did not) take an oath.

_____ _____
Signature of Notary Public Signature of Affiant

Notary Public
State of: Kentucky
My Commission
Expires: 2/12/2023

Tiffany Brewer David Scherl
Printed, typed or stamped Printed or typed name of Affiant
Commissioned name of notary public

TIFFANY BREWER
NOTARY PUBLIC
Kentucky, State At Large
I.D. # 616865
My Commission Expires 2/12/2023

TIFFANY BREWER NOTARY PUBLIC STATE AT LARGE KENTUCKY

"ADDENDUM #3"

PROPOSAL SIGNATURE FORM
FOR
WEB BASED UNIFORM PURCHASING SYSTEM FOR TAMPA POLICE DEPARTMENT

In compliance with this RFP and to all the conditions imposed herein, the undersigned offers and agrees to provide **RFP# 81100920, WEB BASED UNIFORM PURCHASING SYSTEM FOR TAMPA POLICE DEPARTMENT ,** in accordance with the attached signed proposal, or as mutually agreed upon by subsequent negotiation. This completed Proposal Signature form must be submitted with the Proposer's written proposal and will become a part of any agreement that may be awarded. This Proposal Signature Form must be signed by an authorized representative with ink-pen (electronic signature or copy of signature is prohibited), as defined in Section II. General Conditions, Subsection 3. Content of Proposal of this RFP. **If the Proposal Signature Form is not signed by an authorized representative or submitted with the proposal, the proposal is considered non-responsive.**

Please type or print:

Name of Firm: Galls, LLC

Address: 1340 Russell Cave Road

City: Lexington State: Kentucky Zip: 40505

Contact Person: Lindsay Rose Title: Contract Management

Federal ID #.: 20-3545989 Telephone No.: 859-800-1402 Email: Rose-Lindsay@galls.com

Type Organization: [ ] Individual [ ]Partnership [ ] Small Business [ ] Corporation [ ] Non-Profit [ ] Joint Venture [X]LLC

Attach copies of all such licenses, permits or certificates issued to the business entity.

Business is licensed, (unless exempt by applicable law) permitted or certified to do business in the State of Florida:
[✓] Yes [ ] No. License # 3706 398811CC

Minority Business Status: [ ] Black [ ] Hispanic [ ] Woman [ ] Other

Is your business certified as a minority business (WMBE) or small business enterprise (SLBE) with any government agency?
[ ] Yes [ ] No. If yes, please list below:

Agency Name	Certification Number	Expiration Date

Sub-Contracting Submittals required: Forms MBD-10, MBD-20 must be submitted with the bid/proposal.

By signing this Proposal Signature Form, the Proposer complies with all of the requirements of the RFP package including but not limited to Communication Policy and City of Tampa Ethics Code contained in SECTION II. GENERAL CONDITIONS.

NOTE: When Proposer is a corporation, the president, vice president or other person duly authorized to bind the corporation shall set out the corporate name in full beneath which he/she shall sign his/her name and give the title of his/her office or position. The proposal shall also bear the seal of the corporation attested by its corporate secretary. **Proposals signed by a person other than an officer of the corporation, shall be accompanied by evidence of authority.**

Authorized Signature: _____ Date: 10-22-2020

End of Section III

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

GALLS PARENT HOLDINGS, LLC

2 Business name/disregarded entity name, if different from above

GALLS, LLC (FEIN #20-3545989)

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☑ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ P

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

PO BOX 71628

Requester's name and address (optional)

6 City, state, and ZIP code

CHICAGO, IL 60694-1628

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

8 2 – 4 0 9 9 4 6 9

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ [signature] Date ▶ 8/26/20

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

Client#: 1778682 CBGENERHOL

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 3/03/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
USI Insurance Services LLC
312 Elm Street, 24th Floor
Cincinnati, OH 45202
513 852-6300

CONTACT NAME:
PHONE (A/C, No, Ext): 513 852-6300 FAX (A/C, No): 513 852-6428
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : QBE Insurance Corporation	39217
INSURER B : General Casualty Company of Wisconsin	24414
INSURER C : Praetorian Insurance Company	37257
INSURER D : The Cincinnati Insurance Company	10677
INSURER E : Great American E & S Insurance Company	37532
INSURER F :	

INSURED
Galls, LLC
1340 Russell Cave Road
Lexington, KY 40505

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	X	X	CGA1365959	03/01/2020	03/01/2021	EACH OCCURRENCE	$1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$1,000,000
							MED EXP (Any one person)	$10,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$2,000,000
	POLICY PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$2,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY	X	X	CBA1365959	03/01/2020	03/01/2021	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB X OCCUR			CCU1365959	03/01/2020	03/01/2021	EACH OCCURRENCE	$10,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$10,000,000
	DED X RETENTION $10,000							$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			CWC1365959	03/01/2020	03/01/2021	X PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N N (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$1,000,000
							E.L. DISEASE - POLICY LIMIT	$1,000,000
D	Excess Liability			EXS0570374	03/01/2020	03/01/2021	$15,000,000 Limit	
E								
E	Pollution			PREE29196800	01/31/2018	01/31/2021	$3,000,000 Limit	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of coverage.

CERTIFICATE HOLDER

Galls, LLC
1340 Russell Cave Road
Lexington, KY 40505-3114

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Thomas W Chilson

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