

**BID NO. PUR-1412
INVITATION TO BID
ISSUED ON BEHALF OF
THE BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND**

**BY
THE WASHINGTON COUNTY PURCHASING DEPARTMENT
100 WEST WASHINGTON STREET, ROOM 3200
HAGERSTOWN, MD 21740-4748
PHONE: 240-313-2330
FAX: 240-313-2331**

DATE ISSUED: May 2, 2019

UNIFORMS FOR THE WASHINGTON COUNTY SHERIFF'S OFFICERS

**PRE-BID CONFERENCE DATE/
TIME AND LOCATION:**

Wednesday, May 8, 2019 at 10:00 A. M., (EDST)
Washington County Administration Complex
Conference Room 3000
Third Floor, 100 West Washington Street
Hagerstown, MD 21740

SUBMIT BIDS TO:

Washington County Purchasing Department
Washington County Administration Complex
100 West Washington Street
Third Floor, Room 3200
Hagerstown, MD 21740

**BID SUBMISSION DEADLINE
AND BID OPENING TIME:**

No later than **2:00 P.M., (EDST), Wednesday, May 29, 2019**

BID OPENING LOCATION:

Washington County Administration Complex
Conference Room 3000
Third Floor, 100 West Washington Street
Hagerstown, MD 21740

If indicated below (✓) and not waived by the County, Bidders shall be required to provide the following:

- _____ A Bid Bond, in the amount of five (5%) percent of the bid on a bid of \$100,000 or more for construction contracts and on a bid of \$50,000 or more for contracts for services, supplies, or construction related services. See "Bid Bonds – Section 1" of the General Conditions and Instructions to Bidders.
- _____ A Performance Bond for a bid award of \$100,000 or more on construction contracts and on contracts for services, supplies, or construction related services. See "Bid Bonds – Section 2" of the General Conditions and Instructions to Bidders.
- _____ A Labor and Material Bond for a bid award of \$100,000 or more on construction contracts and on contracts for services, supplies, or construction related services. See "Bid Bonds – Section 2" of the General Conditions and Instructions to Bidders.

PUR-1412
UNIFORMS FOR THE
WASHINGTON COUNTY SHERIFF'S OFFICERS

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PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE
PUR-1412
UNIFORMS FOR THE
WASHINGTON COUNTY SHERIFF'S OFFICERS

INVITATION TO BID

The Board of County Commissioners of Washington County, Maryland will accept sealed bids for **Uniforms for Washington County Sheriff's Officers**. Bid documents are available immediately from the Washington County website: <https://www.washco-md.net> by accessing the "Division & Departments/Purchasing Department/Open Bid Invitations." or may be obtained in the Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Room 3200, Hagerstown, MD 21740. Inquiries should be directed to the undersigned at 240-313-2330.

All bids must be enclosed in a sealed opaque envelope marked **"SEALED BID – (PUR-1412) UNIFORMS FOR THE WASHINGTON COUNTY SHERIFF'S OFFICERS"** and be received and time stamped by the Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Room 3200, Hagerstown, Maryland, 21740, no later than **2:00 P.M., local time, (EDST), Wednesday, May 29, 2019** after which time they will be publicly opened in the Conference Room mentioned below. All interested parties are invited to be present.

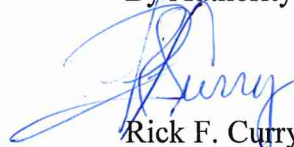
A Pre-Bid Conference will be held on **Wednesday, May 8, 2019 at 10:00 A.M., (EDST)** in the Washington County Administration Complex Third Floor Conference Room 3000, 100 West Washington Street, Hagerstown, Maryland. All interested bidders are requested to be present. Attendance is not mandatory but is strongly encouraged.

NOTE: All Proposers must enter the Washington County Administration Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof) which is handicap accessible, and must use the elevator to access the Purchasing Department to submit their proposal and/or to attend the Pre-Proposal Conference. Alternate routes are controlled by a door access system. Washington County Government has announced new security protocols being implemented at the Washington County Administration Complex at 100 West Washington Street, Hagerstown. The new measures took effect Tuesday, February 14, 2017. The general public will be subject to wand search and will be required to remove any unauthorized items from the building prior to entry. Prohibited items include but are not limited to: Weapons of any type; Firearms, ammunition and explosive devices; Cutting instruments of any type- including knives, scissors, box cutters, work tools, knitting needles, or anything with a cutting edge, etc.; Pepper spray, mace or any other chemical defense sprays; and Illegal substances.

Washington County shall make positive efforts to utilize Disadvantaged Business Enterprises for its supplies and services and shall allow these sources to maximum feasible opportunity to compete for contracts. The Board of County Commissioners does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services. Individuals requiring special accommodations are requested to contact the undersigned at 240-313-2330 Voice, TTY Dial 711 to make arrangements no later than five (5) calendar days prior to the Pre-Bid Conference and/or Bid Opening.

The Board of County Commissioners of Washington County, Maryland, reserves the right to accept or reject any or all bids and to waive formalities, informalities and technicalities therein. The Board reserves the right to contact a Bidder for clarifications and may, at its sole discretion, allow a Bidder to correct any and all formalities, informalities and technicalities in the best interest of Washington County.

By Authority of:



Rick F. Curry, CPPO
Director of Purchasing

**BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND**

GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

Supply and Service Contracts

INTRODUCTION

The general rules and conditions which follow, along with all other documents consisting of this "Bid Document," apply to all purchases and become a definite part of each formal invitation to bid, purchase order, contract, or other award issued by the Washington County's Director of Purchasing (hereinafter "Director of Purchasing"), unless otherwise specified. Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids; failure to do so will be at the Bidder's own risk and they cannot secure relief on the plea of error. Bidders are advised that all costs related to preparing and/or submitting a Bid or Proposal shall be borne by the Bidder.

Satisfactory evidence of authority to bind the firm by the person signing the Bid when submitted by partnerships or corporations may be requested by the County prior to making any award. Anyone signing a Bid as an agent shall include evidence of his/her authority to do so.

Subject to Maryland State and Washington County, Maryland (hereinafter "County") laws and all rules, regulations and limitations imposed by legislation of the Federal Government, bids on all advertisements and invitations issued by the Washington County Purchasing Department shall bind bidders to applicable conditions and requirements set forth herein unless otherwise specified in the Invitation to Bid. Should there be a conflict in laws between states, State of Maryland law shall prevail.

Should there be a conflict between the general bid conditions and the supplemental bid conditions (if any), the supplemental bid conditions shall prevail.

GENERAL CONDITIONS OF BIDDING

1. **Bids Binding for Ninety (90) Days:** Unless otherwise specified all formal bids submitted shall be binding for ninety (90) calendar days following bid opening date, unless the bidder, upon request of the Director of Purchasing, agrees to an extension.
2. **Bids for All or Part:** Unless otherwise specified by the County or by the Bidder, the County reserves the right to make award on all items, or on any of the items according to the best interests of the County. Bidder may restrict his/her bid to consideration in the aggregate by so stating, but should name a unit price on each item bid upon; any bid in which the bidder names a total price for all the articles without quoting a price on each and every separate item, may be rejected at the option of the County.
3. **Catalogs:** Each Bidder shall submit where necessary or when requested by the Director of Purchasing, catalogs, descriptive literature, and detailed drawings, fully detailing features, designs, construction, finishes and the like necessary to fully describe the materials or work they propose to furnish.

4. **Collusive Bidding:** The Bidder certifies that his/her bid is made without any previous understanding, agreement or connection with any person firm, or corporation making a bid for the same project, without unlawful prior knowledge of competitive prices, and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.
5. **Competency of Bidder:** No proposal shall be accepted from or contract awarded to any person, firm or corporation that is in arrears or is in default to Washington County upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to said County, or had failed to perform faithfully any previous contract with the County. The Bidder, if requested, must present within forty-eight (48) hours evidence satisfactory to the Director of Purchasing of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these specifications and contract documents.

The successful Bidder shall actively cooperate in all matters pertaining to the proper compliance of this contract and shall come to the office of the Director of Purchasing whenever requested in connection with the performance of this contract.

The successful Bidder shall inform the Director of Purchasing of any and all circumstances which may impede the progress of the work or inhibit the performance of the contract including, but not limited to: bankruptcy, dissolution or liquidation, merger, sale of business, assignment, etc.

The County may examine the Bidder's and any first-tier subcontractor's records to determine and verify compliance with the contract. The Bidder and any first-tier subcontractor must grant the County access to these records at all reasonable times during the contract term and for three (3) years after final payment. If the contract is supported to any extent by Federal or State funds, the appropriate Federal or State authorities may also examine these records. The Bidder must include the preceding language of this paragraph in all first-time subcontracts.

6. **Completeness:** All information required by Invitation to Bid must be supplied to constitute a proper bid. The County shall not be responsible for the premature opening of Bids if not properly addressed or identified.
7. **Conditional Bids:** Qualified bids are subject to rejection in whole or in part.
8. **Confidentiality:** Firms shall give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed by the County under the Access to Public Records Act, State Government Article, Title 10, Sections 10-611 to 10-628, Annotated Code of Maryland.
9. **Errors in Bids:** When an error is made in extending total prices, the written unit bid price shall govern. In the absence of written prices, the unit bid price shall govern. Carelessness in quoting prices, or in preparation of bid, otherwise, will not relieve the Bidder. *Erasures or changes in bids must be initialed.*

10. General Guaranty: Bidder agrees to:

- a. Save the County, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented, invention, article or appliance furnished or used in the performance of the contract which the Bidder is not the patentee, assignee, licensee or owner.
- b. Protect the County against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery.
- c. Furnish adequate protection against damage to all work and to repair damages of any kind, to the building or equipment, to their own work or to the work of other contractors, for which their worker is responsible due to the negligence in the course and scope of the employment.
- d. Pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the County and State of Maryland.

11. Illegal Immigrants:

- a. The Bidder shall comply with the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. Under the INA, the Bidder may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S. The Bidder shall verify the identity and employment eligibility of anyone employed or to be employed, including completion of the Employment Eligibility Verification Form (I-9). The Bidder shall establish appropriate procedures and controls to insure that no services under this Contract will be performed by any worker who is not legally eligible to perform such services or for employment.
- b. Failure by the Bidder or his/her Sub-Contractors to comply with the provisions of Section 11.a. herein will be grounds for termination of the Contract.

12. Insurance: Liability insurance on all major divisions of coverage for each and every Bidder and subcontractor shall be required for the length of the contract. Bidder and subcontractor must supply evidence of insurance upon request. Each Bidder agrees to assist in every manner possible in the reporting and investigation of any accident, and upon request, agrees to cooperate with all interested insurance carriers in the handling of any claims by securing and giving evidence and obtaining the attendance of witnesses as required for any claim or suit. The Bidder shall be prepared to show evidence of insurance as required under Washington County's *Insurance Requirements for Independent Contractors Policy*, included herein, prior to the execution of any contract. The Bidder, if requested, shall provide the Certificate of Insurance to the Purchasing Department within ten (10) calendar days after receiving a request for it. Failure to provide an acceptable Certificate of Insurance within the time frame stated above shall be

cause to terminate the contract(s). The certificate shall state that such insurance is in force and cannot be cancelled or released except upon thirty (30) days prior written notice to the County. If any of the stated coverages expire during the term of this contract, the Bidder shall deliver renewal certificates to the County at least ten (10) calendar days prior to the expiration.

13. **Interpretations, Discrepancies, Omissions:** Should any Bidder find discrepancies in, or omissions from the documents or be in doubt of their meaning, he/she should at once request, in writing, an interpretation from:

Brandi Naugle, CPPB – Buyer
Washington County Purchasing Department
Washington County Administration Complex
100 West Washington Street, Room 3200
Hagerstown, MD 21740
FAX: 240-313-2331; or send questions in Microsoft Word
platform via email to: purchasingquestions@washco-md.net

All necessary interpretations will be issued to all Bidders in the form of addenda to the specifications, and such addenda shall become part of the contract documents. Exceptions as taken in no way obligates the County to change the specifications. Failure of any Bidder to receive any such addendum or interpretation shall not relieve such Bidder from any obligation under his/her bid as submitted. The County shall assume no responsibility for oral instructions or suggestions. ORAL ANSWERS WILL NOT BE BINDING ON THE COUNTY. Requests received after 4:00 P.M. on the date included in the Supplemental Terms and Conditions may not be considered.

14. **Landfill Tipping Fees:** Disposal of items shall be at an approved sanitary landfill and any fees for same must be included in the Bidder's proposal.
15. **Late Bids:** Formal bids or amendments thereto received by the County after the time specified for bid opening will not be considered. Bids received after the time specified for bid opening will be returned unopened.
16. **Mailing of Bids:** The County assumes no responsibility for the timely deliverance of mailed bids. Ample time should be allowed for the transmittal of bids by mail, and postmarks indicating the date of mailing will not be considered as evidence of intent to submit bids in proper time for the opening. If an emergency or unanticipated event interrupts normal County processes so as to cause postponement of the scheduled bid opening, the time specified for receipt of bids will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal County processes resume or to such other date and time as may be provided by the Purchasing Department in a written notice to bidders.
17. **Maryland Buy American Steel Act:** In accordance with the Annotated Code of Maryland- State Finance and Procurement Article, Sections 17-301 – 17-306, Washington County is defined as a Public Body and as such shall require a Bidder or subcontractor to use or supply only American Steel products in the performance of a contract as stated in the above referenced Sections.

18. **Multiple Bids:** No Bidder shall be allowed to offer more than one (1) price on each item even though he/she may feel that there are two (2) or more types or styles that will meet specifications. Bidders must determine for themselves which to offer. If said Bidder should submit more than one (1) price on any item, all prices for that item may be rejected at the discretion of the Director of Purchasing.
19. **Officers Not to Benefit:** No member of the elected governing body of Washington County, or members of his or her immediate family, including spouse, parents, or children, or any person representing, or purporting to represent any member or members of the elected governing body shall receive or be promised directly or indirectly, any financial benefit, by way of fee, political contribution, or any other similar form of remuneration and/or on the account of awarding and/or executing the contract and that upon request of the County, as a prerequisite to payment pursuant to the terms of this contract, there will be furnished to the requester, under oath, answers to any interrogatories related to a possible conflict of interest as herein embodied. The Bidder, to the best of his/her knowledge, whether he/she be an officer, director, partner or any of its employees directly involved in obtaining contracts with the State, or any County or other subdivision of the State, has not been convicted of bribery or conspiracy to bribe under the laws of any State or Federal Government. Any contract made or entered into where it is discovered that violation of the intent of this provision exists shall be declared null and void and all monies received by the Bidder shall be returned to the County.
20. **Payment Terms:** Bid prices are to be net thirty (30) calendar days; all discounts are to be deducted and reflected in net prices. Term discounts of less than twenty (20) calendar days will not be considered in connection with any prompt payment discount offered, time will be computed from date of receipt of correct invoice or receipt and acceptance of shipment, whichever is later.
21. **Procurement Policy Manual:** This bid is administered according to Washington County's Procurement Policy Manual adopted by the Board of County Commissioners of Washington County, Maryland on June 25, 2013 and effective July 1, 2013. The contents of the aforementioned Manual may be requested from the Washington County Purchasing Department at 240-313-2330 or may be found on the web site at: <http://www.washco-md.net/purchasing/pdf/ProcurementPolicy.pdf>.
22. **Proposal Forms:** Bids shall be submitted only on the forms provided by the County. The Bidder shall submit one (1) original bid on the forms provided with original signature, sealed to the County for that purpose. All bids must be enclosed in a sealed, opaque envelope marked with the title of the bid and be received in the Washington County Purchasing Department promptly on or before, time, date, and place stipulated on the Invitation to Bid. **NO** bids received after such stipulated time and date will be considered by the County. ***Facsimile Bids will not be accepted.***
23. **Registration with Maryland Department of Assessments and Taxation:** Prior to contracting, private corporations must either be incorporated in the State of Maryland or registered with the Maryland Department of Assessments and Taxation as a foreign corporation, and must be in

good standing. Proof of such standing is required prior to the start of the contracting process and shall remain in good standing during the contract period. The website for the State Department of Assessments and Taxation is: <http://dat.maryland.gov/Pages/sdatforms.aspx#BNE> and the phone numbers for the State Department of Assessments and taxation are: (410) 767-1340 or (888) 246-5941.

24. **Reservations:** The County or its authorized agent reserves the right to reject any or all bids and to waive any informality or deficiency in bids received whenever such rejection or waiver is in the best interest of the County. The County also reserves the right to reject the bid of a Bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or the Bid of a Bidder who investigation shows is not in a position to perform the contract. The County reserves the right to waive minor differences in specifications provided these differences do not violate the specifications intent nor affect the operation for which the items are being purchased, nor increase estimated maintenance and repair cost to the County. The County reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination as shall, in its judgment, be in the best interest of the County.
25. **Response to Invitation:** In the event you cannot submit a bid on our requirements, as set forth in the "Invitation to Bid", please return the Bid with an explanation as to why you are unable to bid on these requirements. Because of the large number of firms listed on the County's lists of Bidders, it is necessary to delete from these lists the names of those persons, firms or corporations who fail to respond after having been invited to bid on a commodity or commodities for three (3) successive bid openings.
26. **Substitutions:** All equipment is to be supplied in exact accordance with the specifications. Any Bidder who contemplates offering a product that differs from that specified must obtain the County's written approval prior to bid opening. Substitution requests must be received in the Purchasing Department no later than the date/time specified in the Supplemental Terms and Conditions. Requests received after the specified date/time will not be considered. All such decisions will be considered final and not subject to further recourse.
27. **Taxes-Responsibility for Payment, Exemptions, Forms to be Filed, etc.:**
 - a. The County is exempt from State of Maryland Sales Tax. The County's Maryland Sales Tax Exemption Number is 3000129 2. However, the Bidder is responsible for making any necessary inquiries and investigations with regulating state agencies to obtain a determination of tax exemptions in his/her bid.
 - b. The Bidder is responsible for and by submitting a Bid agrees to pay all retail sales, income, real estate, sales and use, transportation and special taxes applicable to and assessable against any materials, equipment, processes and operations incident to or involved in the Project. The Bidder is responsible for ascertaining and acquainting his/herself with such taxes and making all necessary arrangements to pay same.
 - c. The Successful Bidder shall complete a W-9 Vendor Information form (provided by the County) and return it to the Director of Purchasing.

- d. The County hereby reserves the right to withhold payment under this Contract until the Bidder and any subcontractor performing any duties under this Contract have furnished or caused to be furnished the Comptroller of the State of Maryland with all properly completed forms required by the said Comptroller and until all of said retail sales and/or use taxes due the State of Maryland by the Bidder have been paid and the Bidder exhibits a release or receipt from the Comptroller evidencing such payment.
- e. The Bidder is hereby advised of Section 1-106(b)(3) of the Code of Public Local Laws of Washington County, MD: "If a bidder has not paid all taxes owed to the County or a municipal corporation in the County, the County Commissioners may reject the bidder's bid."

28. Withdrawal of Bids: A written request for the withdrawal of a bid or any part thereof may be granted if the request is received by the County prior to the specified time of opening.

BID BONDS

1. **Bid Deposit - Bid Bond, Certified or Cashier's Check:** When required, each bid shall be accompanied by a bid bond signed by a surety company licensed to do business in the State of Maryland, or by a cashier's check, certified check or Treasurer's check drawn on a responsible bank doing business in the United States in the amount of five (5%) percent of the total Bid and shall be made payable to the Board of County Commissioners of Washington County, Maryland. When computing the amount of Bid for Check purposes, DO NOT deduct for trade-ins. U.S. Postal Money Orders are acceptable in lieu of checks.
2. **Performance/Labor and Material Bonds:** The successful Bidder(s) on this bid must furnish the required bonds as indicated on the bid cover, made out to the Board of County Commissioners of Washington County, Maryland, prepared on forms contained herein, or in his/her absence, on an approved form, as security for the faithful performance of his/her contract, within ten (10) calendar days of his/her notification that his/her bid has been accepted. The surety thereon must be such surety company or companies as are authorized and licensed to transact business in the State of Maryland. Attorneys in fact who sign bonds must file with each bond a certified copy of his/her power of attorney to sign bonds. The successful Bidder or Bidders upon failure or refusal to furnish within ten (10) calendar days after his/her notification the required bonds shall forfeit to the County, as liquidated damages his/her bid deposit. The Performance Bond shall be in the amount of one hundred (100%) percent of the contract price covering faithful performance of the contract; and the Labor and Materials Payment Bond shall be in the amount of one hundred (100%) percent of the contract price as security for payment of all persons performing labor and furnishing materials in connection therewith.

SPECIFICATIONS REFERENCES

1. **Formal Specifications:** The Bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications and drawings. Whenever mention is made herein, of any article, material, or workmanship to be in accordance with laws,

ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed to meet or exceed specification requirements and current established noise levels for specific equipment, materials, and/or services being furnished under this contract. All deviations from the specifications must be noted in detail by the Bidder, in writing, at the time of submittal of the formal bid. The absence of a written list of specification deviations at the time of submittal of the bid will hold the Bidder strictly accountable to the County to the specifications as written. Any deviation from the specifications as written not previously submitted, as required by the above, will be grounds for rejection of the material and/or equipment when delivered.

2. **Samples:** The Purchasing Department reserves the right to retain or destroy the samples submitted for the purpose of evaluation and will be free from any redress or claim on the part of the Bidder if any samples are lost or destroyed. Bidders shall make all arrangements for delivery of samples to the place designated, as well as the removal of samples. Cost of delivery and removal of samples shall be borne by the Bidder. Upon notification by the Purchasing Department that a sample is available for pickup, it shall be removed within thirty (30) calendar days at the Bidder's expense or the Director of Purchasing shall dispose of same at his/her discretion. All sample packages shall be marked "Sample for Purchasing Department" and each sample shall bear the name of the Bidder, item number, bid number, and shall be carefully tagged or marked in a substantial manner. Failure of the Bidder to clearly identify samples as indicated may be considered sufficient reason for rejection of bid.
3. **Trade Names/Substitutions:** In cases where an item is identified by a manufacturer's name, trade name, catalog number, or reference it is understood that the Bidder proposes to furnish the item so identified and does not propose to furnish an "equal/substitution" unless submission of an "equal/substitution" is stated otherwise as permissible. Any Bidder who contemplates offering a product that differs from that specified must obtain the County's written approval by submission of his/her request no later than the deadline for receipt of substitution requests as stated in the Supplemental Terms and Conditions. The reference to the above catalog is intended to be descriptive but not restrictive and only to indicate to the prospective Bidder articles that will be satisfactory. Bids on makes and catalogs will be considered, provided each Bidder clearly states on the face of his/her proposal exactly what he/she proposes to furnish, and forwards with his/her bid, a cut, illustration, or other descriptive matter which will clearly indicate the character of the article covered by his/her bid. The Director of Purchasing hereby reserves the right to approve as an equal, or to reject as not being an equal, any article the Bidder proposes to furnish which contains major or minor variations from specification requirements but may comply substantially therewith. If no particular brand, model, or make is specified, and if no data are required to be submitted with the bid, and after award and before manufacture or shipment, the successful Bidder may be required to submit working drawings or detailed descriptive data sufficient to enable the Director of Purchasing to judge if each requirement of the specifications is being complied with.

AWARD

1. **Award or Rejection of Bids:** For contracts of purchase, the contract shall be awarded to the lowest, responsive and responsible Bidder complying with all the provisions of the Invitation,

provided the bid price is reasonable and it is to the best interest of the County to accept it. For contracts of sale, the contract shall be awarded to the highest, responsive and responsible Bidder complying with all the provisions of the Invitation, provided the bid price is to the best interest of the County to accept it.

2. **Notice of Award:** A written award (or Acceptance of Bid) mailed (or otherwise furnished) to the successful Bidder within the time for acceptance as specified herein shall be deemed to result in a binding contract without further action by either party. The bid with respect to all items

accepted and all papers accompanying the same, the general conditions and instructions to Bidders, the specifications, and other papers and documents referred to in any of the foregoing shall constitute the formal contract, unless otherwise specified, between the Bidder and the County.

3. **Political Contribution Disclosure:** In accordance with Maryland Code, State Finance and Procurement Article, §17-402, the Bidder shall comply with Maryland Code, Election Law Article, Title 14, which requires that every person that enters into contracts, leases, or other agreements with the State, a county, or any incorporated municipality, or their agencies during a calendar year in which the person receives in the aggregate \$100,000 or more, shall file with the State Administrative Board of Election Laws a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election. The statement shall be filed with the State Administrative Board of Election Laws: (1) before a purchase or execution of a lease or contract by the State, a county, an incorporated municipality or their agencies, and shall cover the preceding two (2) calendar years; and (2) if the contribution is made after the execution of a lease or contract, then twice a year, throughout the contract term, on: (a) February 5, to cover the 6-month period ending January 31; and (b) August 5, to cover the 6-month period ending July 31.

4. **“Requirements” Contract Bid Quantities:** On “Requirements” bids, acceptance shall bind the County to pay for, at unit bid prices, only quantities ordered and satisfactorily delivered. All stated quantities are estimated requirements and do not constitute a minimum or maximum.

5. **Responsibility/Qualifications of Bidder:** The County may make such investigations as it deems necessary to determine the ability of the Bidder to perform the work, and the Bidder shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the County that such Bidder is properly qualified to carry out the obligation of the contract and to complete the work contemplated therein. Conditional bids will not be accepted. In determining responsibility, the following qualifications, in addition to price, shall be considered by the Director of Purchasing on contracts of purchase and on contracts of sale (if applicable):

- a. The ability, capacity and skill of the Bidder to perform the service required.
- b. The character, integrity, reputation, judgment, experience and efficiency of the Bidder.
- c. The quality of performance of previous contracts or services.

- d. The Bidder's previous and present compliance with laws and ordinances relating to the contract or service.
- e. The sufficiency of the financial resources and ability of the Bidder to perform the contract or provide the service.
- f. The quality, availability and adaptability of the supplies, or services, to the particular use required.
- g. The ability of the Bidder to provide future maintenance and service for the use of the subject of the contract.
- h. Whether the Bidder is in arrears to the County on a debt or contract or is a defaulter on surety to the County.
- i. Such other information as may be secured having a bearing on the decision to make the award.

In determining a Bidder's responsiveness, the Director of Purchasing shall consider material deviations from the advertised specifications which materially affect price, quantity, quality or limit the Bidder's liability.

- 6. **Specific Bid Quantities:** Where quantities are specifically stated, acceptance will bind the County to order quantities specified and to pay for, at contract prices, all such supplies or services delivered that meet specifications and conditions of the contract. However, the County will not be required to accept delivery of any balances unordered, as of the contract expiration date; unless Bidder furnishes the Director of Purchasing with a statement of unordered balances not later than ten (10) calendar days after the termination date of the contract.
- 7. **Tie Bids:** If two (2) or more Bidders shall be tied for the lowest bid on a purchase contract, quality and service being equal, the contract shall be awarded to a local Bidder. If there is no local Bidder, or more than one local Bidder, the County shall award the contract to one (1) of the Bidders by drawing lots in public.

CONTRACT PROVISIONS

- 1. **Availability of Funds:** A contract shall be deemed executory only to the extent of appropriations available to each County department/agency for the purchase of such articles. The County's extended obligation on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the succeeding fiscal year.
- 2. **Contract Alterations:** No alterations or variables in the terms of a contract shall be valid or binding upon the County unless made in writing and signed by the County or its authorized agent.

3. **Default:** The contract may be cancelled or annulled by the County in whole or in part by written notice of default to the Bidder upon non-performance or violation of contract terms. An award may be made to the next low Bidder, or, articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting Bidder (or their surety) shall be liable to the County for costs to the County in excess of the defaulted contract prices: Provided, that the Bidder shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the Bidder to deliver materials or services within the time stipulated on his/her bid, unless extended in writing by the Director of Purchasing, shall constitute contract default. In the event that a Bidder exempted from posting a Bid or Performance Guarantee fails to execute and perform any contract awarded to them, they shall forfeit the right to Bid on any future County contract for a period of time determined by the Director of Purchasing and they shall be liable for any costs incurred by the County as a result of his/her default.
4. **Guarantee:** All work, supplies, and/or materials and requirements described in the specifications including any modifications thereto which may be made in accordance with the direction and/or approval of the County Director of Purchasing shall be Guaranteed/Warranted for a period of one (1) year from the date of final acceptance by the County as follows, unless indicated otherwise in this contract:
- a. Against all faulty or imperfect materials and/or equipment and against all imperfect, careless and/or unskilled workmanship.
 - b. Against injury or undue deterioration from proper and usual use of the goods and/or services.
 - c. Removal and replacement with proper materials, equipment, and/or services and re-execute, correct or repair without cost to the County, any materials, equipment, and/or services found to be improper, imperfect, defective or fails to perform as specified.
 - d. Make good all damage caused to other work, materials and/or equipment due to such required removal, replacement and/or re-execution.
 - e. Shall comply with any and all guarantee/warranties of whatever nature referred to in other portions of the contract specifications.

Any warranties whether expressed or implied shall not reduce the risk of the seller's/manufacturer's obligation to the County against latent defect which may be found during the rated life of the supplies and/or materials and requirements described in the specifications including any approved modifications.

5. **Intergovernmental Purchasing:** The following Agencies/Jurisdictions shall be able to purchase, if applicable, directly from contracts resulting from this Invitation to Bid (ITB): Washington County Public Schools and all of its public schools, Hagerstown Community College, Municipalities of Washington County, and public or quasi-public agencies that receive County money and are exempt from taxation under Section 501(c)(3) of the Internal Revenue

Code, i.e, Washington County Volunteer Fire and Rescue Companies. While this ITB is prepared on behalf of the County, it is intended to apply for the benefit of the above named agencies/jurisdictions as though they were expressly named throughout the document. Each of these agencies/ jurisdictions may purchase from the successful Bidder under the same terms and conditions of the contract with the County, in accordance with each agencies/jurisdictions respective laws and regulations, or an agency may choose not to procure from the successful Bidder at the agency's sole discretion. If one of the above named agencies/jurisdictions elects to purchase under the contract, the price shall be determined by using unit costs and other pertinent costs provided in the offer. Any special discounts unique to a particular agency/jurisdiction shall be stated. Bidder shall also submit the attached "Provisions for Other Agencies" form, if included in this bid.

6. **New Goods, Fresh Stock:** All contracts, unless otherwise specifically stated, shall produce new commodities, fresh stock, latest model, design or pack.
7. **Non-Discrimination:** No Bidder who is the recipient of County funds or who proposes to perform any work or furnish any goods under this agreement shall discriminate against any worker, employee or applicant or any member of the public because of religion, race, sex, color or national origin, age, marital status, physical or mental handicap, nor otherwise commit an unfair employment practice. Bidder further agrees that this article will be incorporated by Bidder in all contracts entered into with suppliers of materials or services, Bidders and subcontractors and all labor organizations, furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services in connection with this contract.
8. **Non-Liability:** The Bidder shall not be liable in damages for delay in shipment or failure to deliver when such delay or failure is the result of fire, flood, strike, act of God, act of government, act of an alien enemy or by any other circumstances which, in the Director of Purchasing's opinion, is beyond the control of the Bidder. Under the circumstances, however, the County may in its discretion, cancel the contract.
9. **Placing of Orders:** Orders against contracts shall be placed with the Bidder on a Purchase Order executed and released by the Director of Purchasing.
10. **Subletting of Contract:** It is mutually understood and agreed that the Bidder shall not assign, transfer, convey, sublet, or otherwise dispose of their contract or their rights, title or interest therein, or their power to execute such contract, to any other person, firm or corporation, without the previous written consent of the County Director of Purchasing, but in no case shall such consent relieve the Bidder from his/her obligations, or change the terms of the contract.
11. **Termination of Contracts:** Contracts shall remain in force for full periods specified and until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met, unless:
 - a. Terminated prior to expiration date by satisfactory deliveries of entire contract requirements.

- b. Extended upon written authorization of the Director of Purchasing and accepted by Bidder, to permit ordering of unordered balances or additional quantities at contract prices and in accordance with contract terms.

12. **Termination for Convenience:** The performance of work under this Contract may be terminated by the County in accordance with this clause in whole, or from time to time in part, whenever the County shall determine that such termination is in the best interest of the County. The County shall pay all reasonable expenses associated with this Contract that the Contractor has incurred up to the date of termination, and all reasonable expenses associated with termination of the Contract; provided, however, the Contractor shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination.

DELIVERY PROVISIONS

1. **Delivery:** Delivery shall be required to the place designated in the specifications or on the proposal form. All prices must be FOB Destination, Inside Delivery. The weight, count, measure, etc. shall be determined at the points of delivery. The Bidder shall be required to furnish proof of delivery in every instance. Bulk materials are to be placed on skids or pallets. No help for unloading shall be provided by the County. Suppliers shall notify their shippers accordingly.
2. **Delivery Failures:** Failure of a Bidder to deliver within the time specified, or within a reasonable time as interpreted by the Director of Purchasing or failure to make replacements of rejected articles when so requested, immediately or as directed by the Director of Purchasing shall constitute authority for the Director of Purchasing to purchase in the open market articles of comparable grade to replace the articles rejected or not delivered. On all such purchases, the Bidder shall reimburse the County, within a reasonable time specified by the Director of Purchasing, for any expense incurred in excess of contract prices or the County may deduct such amount from monies owed the defaulting Bidder. Such purchases shall be deducted from contract quantities.
3. **Inspections:** Inspection and acceptance of materials or supplies shall be made after delivery. Final inspection shall be conclusive except as regards latent defects, fraud, or such gross mistakes as amount to fraud. Final inspection and acceptance or rejection of the materials or supplies shall be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the County for such materials or supplies as are not in accordance with the specifications. All delivered materials shall be accepted subject to inspection and physical count.
4. **Hazardous Safety Data Sheets:** Any hazardous substances as defined under the Department of Labor Occupational Safety and Health Standard for General Industry (29-CFR-1910.1200) and State of Maryland Law and Regulations on "Access to Information About Hazardous and Toxic Substances", MDSH Article 89, Section 28-49-D, being delivered to Washington County as a result of this Invitation to Bid shall be accompanied by a current "Hazardous Data Safety Sheet" or item may not be accepted.

5. **Packing Slips or Delivery Tickets:** All shipments or deliveries shall be accompanied by Packing Slips or Delivery Tickets, and shall contain the following information for each item delivered. Bidders are cautioned that failure to comply with these conditions shall be considered sufficient reason for refusal to accept the goods.

The Purchase Order Number
The Name of the Article and Stock Number (Supplier's)
The Quantity Ordered
The Quantity Back Ordered
The Name of the Contractor

6. **Responsibility for Materials Shipped:** The Bidder shall be responsible for the materials or supplies covered by this contract until they are delivered at the designated point and the Bidder shall bear all risk on rejected materials or supplies after notice of rejection. Rejected materials or supplies must be removed by and at the expense of the Bidder promptly after notification of rejection, unless public health and safety require immediate destruction or other disposal of rejected delivery. Upon failure of the Bidder to remove materials or supplies within ten (10) calendar days after date of notification, the County may return the rejected materials or supplies to the Bidder at the Bidder's risk and expense, or dispose of them as its own property.
7. **Testing:** The cost of testing a representative sample of an order or shipment for acceptance shall be borne by the County. However, if the order and shipment is rejected for failure to meet the requirements of the specifications or purchase description, the cost of testing shall be charged to the Bidder.
8. **Time of Delivery:** Deliveries shall be accepted between 8:00 A.M. and 3:00 P.M. on weekdays only, unless stated otherwise in the bid document. No deliveries shall be accepted on Saturdays, Sundays or County Holidays, unless otherwise arranged by an individual Department/Agency.

PUR-1412
UNIFORMS FOR
WASHINGTON COUNTY SHERIFF'S OFFICERS

SUPPLEMENTAL TERMS AND CONDITIONS

1. **AWARD:** Award of a contract shall be made to the responsive, responsible bidder with the lowest total sum bid. The successful Bidder(s) shall be notified of the award within sixty (60) consecutive calendar days from the date of the bid opening and shall complete successful delivery within forty-two (42) consecutive calendar days after receipt of any order.
2. **COMPETITION:** To better insure fair competition and to permit determination of lowest bidder, the name of the manufacturer, trade name, or manufacturer or vendor catalog number mentioned in the specifications is for the purpose of designating a standard or quality and type and for no other.
3. **COMPLIANCE:** If the Bidder fails to comply with the specifications, terms and conditions, he/she will be given seven (7) consecutive calendar days notice to render satisfactory service. If at the expiration of such seven (7) consecutive calendar days notice, the unsatisfactory conditions have not been corrected, Owner reserves the right to cancel the contract.
4. **CONTRACT TERM:** The term of this Contract is for a one (1) year period beginning on the date of award by the Board with an option by the County to renew the contract for up to four (4) additional consecutive one (1) year periods subject to written notice given by the County at least sixty (60) consecutive calendar days before the expiration date of any one (1) year period. If the Bidder wishes to renew the contract, he must submit a letter of intent to the Purchasing Director at least ninety (90) consecutive calendar days prior to the expiration of each contract period. Consideration for renewal shall be given on the basis of cost and performance. Bid prices must remain in effect through the first contract period and must include all costs for alterations and exchanges due to unsatisfactory workmanship or incorrect measurements. The County reserves the right to accept or reject any request for renewal and any increase in costs for each specified item that the Bidder may request at that time. All other terms and conditions shall remain unchanged.
5. **DELIVERY:**
 - a. Delivery shall be completed within forty-two (42) consecutive calendar days after receipt of any order. It is expressly understood that in the case of the failure of the vendor to complete the Performance of Contract within the specified time, liquidated damages will be assessed at the rate of one (1%) percent of the unit price per day for each day a unit of equipment exceeds the stipulated time for delivery.
 - b. All items shall be delivered, F.O.B., Destination, Inside Delivery to the Washington County Sheriff's Office, 500 Western Maryland Parkway, Hagerstown, Maryland, 21740

within forty-two (42) consecutive calendar days after order is placed. All items must be delivered on individual clothes hangers and must be identified as to the individual by tags or packages.

6. **DISPUTES:** In cases of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the County Commissioners or authorized representative shall be final and binding on both parties. The County Purchasing Director may request in writing, the recommendation of the head of the County agency using the item or materials, or other objective sources.
7. **ESTIMATED QUANTITIES:** Quantities listed are based on current estimated annual needs but may be increased / decreased on the basis of additional seasonal needs and/or budgetary restrictions. Orders shall be placed for individual items by the County at any time during the contract period.
8. **EXCEPTIONS:** The submission of a bid shall be considered an agreement to all the items, conditions, and specifications provided herein and in the various bid documents unless specifically noted otherwise in the proposal.
9. **INTERPRETATIONS, DISCREPANCIES, OMISSIONS:** Refer to General Conditions and Instructions to Bidders – General Conditions of Bidding, Section 13; requests received **after 4:00 P.M. (EDST) on Wednesday, May 15, 2019** may not be considered. All correspondence in regard to this bid shall be directed to and issued by the Washington County Purchasing Department. **Direct all inquiries to Brandi Naugle, CPPB, County Buyer.**
10. **PAYMENT:** Payment will be made within thirty (30) calendar days after satisfactory acceptance of uniforms upon invoices submitted in duplicate to the Washington County Sheriff's Department, 500 Western Maryland Parkway, Hagerstown, MD 21740. Liquidated damages will be assessed at the rate of one (1%) percent per day based on the unit price for each item not delivered within the stipulated time for delivery.
11. **PRE-BID CONFERENCE:** Attendance at the Pre-Bid Conference on **Wednesday, May 8, 2019 at 10:00 A.M., (EDST)** in the Washington County Administration Complex Third Floor Conference Room #3000, 100 West Washington Street, Hagerstown, Maryland is requested. Attendance is not mandatory but is strongly encouraged.
12. **QUANTITIES:** All stated quantities are estimated annual requirements and do not constitute a minimum or maximum. Prices, however, shall remain in effect for additional quantities for one (1) year from date of award. Unit prices shall also remain in effect if a lesser quantity than specified has to be ordered due to budgetary restraints. The vendor shall offer a price break on Star, Rank, and Shoulder patches orders quantities of 500 or more.
13. **SUBSTITUTIONS:** Refer to General Conditions and Instructions to Bidders – General Conditions of Bidding, Section 26; all equipment is to be supplied in exact accordance with the specifications. Samples of "equivalent" uniform items must be supplied for the County's consideration as an "approved equal" to the Director of Purchasing no later than **4:00 P.M. (EDST) Wednesday, May 15, 2019**. All samples shall be of the exact product, including color

of material, and all items that would be produced as if it were being delivered as an item under this contract. Vendors will be informed in writing as to the acceptance of their proposed equivalents. All such decisions will be considered final and not subject to further recourse. Bids will only be considered by the County for the brand items as specified or the "County-approved" equals. Sample uniform items will not be returned at the County's expense. Vendors must bear all costs involved in the return of samples. Failure to provide these samples will result in a rejection of that Bidders submission.

14. **WARRANTY:** One (1) year against workmanship or fabric defects except as specified otherwise herein except as stated otherwise in the Specifications contained herein.
15. **UNIFORM COLOR AND QUALITY:** The Washington County Sheriff's Office, at its sole discretion reserves the right to determine acceptance/rejection of the color and/or quality of any product supplied by the Bidder.
16. **REPAIR OF GARMENTS:** Bidders shall attach to the Form of Proposal information stating pricing per item for repairs, (i.e., trousers repair, seam repair). All repair work shall be returned to the Washington County Sheriff's Office no later than three (3) months from the initial pick up of the garment(s). If the garment is not repaired and delivered within three (3) months, there shall be no charge for the repair work.
17. **RESPONSIBILITY OF BIDDER:** The vendor is responsible for taking the measurement of the individuals on location at the Washington County Sheriff's Office, 500 Western Maryland Parkway, Hagerstown, MD and will provide custom garments for those individuals. The County cannot direct the vendor as to how to achieve this.
 - a. Prior to contracting, private corporations must either be incorporated in the State of Maryland or registered with the Maryland Department of Assessments and Taxation as a foreign corporation, and must be in good standing. Proof of such standing is required prior to the start of the contracting process and shall remain so throughout the term of this contract. The website for the State Department of Assessments and Taxation is: <http://dat.maryland.gov/Pages/sdatforms.aspx#BNE> the phone numbers for the State Department of Assessments and taxation are: (410) 767-1340 or (888) 246-5941.
18. A copy of the 2016 bid tabulation (PUR-1310) can be viewed at:
https://www.washco-md.net/wp-content/uploads/2017/09/purch-pur-1310_bidtab.pdf

PUR-1412
UNIFORMS FOR
WASHINGTON COUNTY SHERIFF'S OFFICERS

SCOPE OF WORK / SPECIFICATIONS

I. Uniform Dress Blouses

A. Scope:

1. This specification covers the requirements for the Uniform Blouses made from first quality 55% Dacron polyester and 45% worsted wool elastique fabric for Washington county Sheriff's and Correctional Officers.
2. The garments shall be custom made to measure according to individual measurements and fittings. Dress blouses must be manufactured in the USA.

B. Requirements:

1. First Quality 55% Dacron polyester and 45% worsted wool elastique fabric as detailed in specifications.
2. The production of the blouse shall be first class in every respect. All materials necessary to produce the blouse must be first quality and the garments shall be clean, well finished and pressed.
3. The Blouse is custom made. Measured sizing will be required. Custom fit blouses are to be made to individual measurements and fittings. Measurements are to be taken at Washington County Sheriff's Office.
4. All garments shall be manufactured in one establishment where sanitary conditions shall prevail. During normal working hours, the vendor's plant shall be open for inspection of work by duly authorized representatives of the Washington County Sheriff's Office.
5. The vendor shall demonstrate that facilities are available for promptly making necessary alterations, adjustments and repairs.

C. Fabric Specifications:

1. Weave – Elastique
2. Weight – 16.5 Ounces per linear yard
3. Fiber Content – 55% Dacron Polyester
45% Wool Worsted

4. Ply of Yarn – 2 Ply warp and filling
5. Uniform Dress Blouse Material – Raeford Mills #646-114

D. Blouse Fabrication:

1. Style: Four Button single breasted, button stand, notch lapel, form fitted, cut snug at waist, flare in shirt. (Sam Browne Belt to be worn with all blouses, except for Captain and above in rank) cent vent omitted. Notch Lapel shall be 3 3/8" long from break and 1 3/8 top collar.
2. Collar: Shall be rolled to first button, and shall have under collar 100% polyester needle punch felt, color to match outer shell cloth. Under collar shall be basted and felled at bottom.
3. Pockets: Blouse shall have two outside breast pockets with pleats and flaps which button down. The corners of the pockets shall be slightly round. The pleat in each pocket shall be 1 1/2" wide. The blouse shall also have two lower besom pockets with flaps, which will button down with 24 ligne buttons. Uniformity and spacing shall be maintained at the bottom of waist. The blouse shall also be constructed with two inside breast pockets. They shall be 5 3/4" wide by 6" deep. The pockets opening shall be neatly piped. Dimension for breast pockets and lower pockets shall be scaled in accordance with garment size and length. Please note that the upper breast pockets will have a scalloped flap and the lower pocket flaps will have straight flaps.
4. Back: Shall be constructed with double bi-swing back and a 1" elastic retractor. Two black belt hooks will be placed on the right and left rear below the bi-swing back. The ranks of Lieutenant and above will not get belt hooks.
5. Lining: Full lining of polyester twill fabric, black in color. Front inner cloth shall be the best grade of non-woven fusible pella. There shall be no substitute for pella. Chest and shoulder of coat to be padded with hypo haircloth and felt, and to be sewn with two rows of blind stitching including one inch woven bridle tape.
6. Sleeve: The lining shall be the same as the body lining. Washington County Sheriff's Office or Correctional Emblems shall be placed on each sleeve 1" down from shoulder seam. No chevrons are required on the dress blouses. (*See Attachment No. 2 for illustration of emblems*)
7. Epaulets: Shall be 2 1/4" wide at shoulder seam and tapered to 1 1/2" and the point extending well under the collar. Each Button shall button near collar with a 24 ligne button. Epaulets to be boxed stitched. Please note that the Correctional Dress Blouse will have dark blue epaulets to match the class A-B trousers.
8. Seam: Outside body seams shall be plain. Shoulder seams shall be stayed around armhole with tape from back notch to front notch.

9. Outlets: Side Seams, $\frac{3}{4}$ " each side, $\frac{3}{4}$ " in under seam. The turn up at the bottom of cuff shall be no less than $2\frac{1}{2}$ ". The turn up at the bottom of the coat shall be no less than $1\frac{1}{4}$ ".
10. Buttons: Front closure, four 36 ligne metal buttons, pocket flaps and epaulets, six 24 ligne. Maryland State Seal buttons as manufactured by the Waterbury button company will be required in gold finish for lieutenants and above, silver for all other ranks.
11. Buttonholes: Shall be cut first or after type, positioned $\frac{1}{2}$ " from edge of coat and finished with separate bar tacks.
12. Shoulder Pads: Shall be $\frac{1}{2}$ " thick needle punch type with 100% cotton padding fill.
13. Sewing Threads: All sewing threads shall be the best quality nylon, cotton polyester and blends of polyester and cotton as is applicable to specific seams. The manufacturer shall certify that the seams, sewing threads, tensile strength elongation and number of stitches per inch will withstand the stresses exerted in the performance of the normal duties of a law enforcement officer.
14. Top and Edge Stitching: Uniform $\frac{1}{4}$ " double stitching shall be used on all flaps, epaulets, breast pockets and at hem of blouses.
15. Cutting: Garments are to be cut from computerized patterns.
16. Fittings: All uniform garments, except Class C uniforms, shall be custom made to the measurements taken of the individual. All measurements shall be taken in the presence of an official designed by the quartermaster. This official shall also be present at the try-on in the baste, shall approve alterations and acceptance of the finished product. Measurements shall be recorded and the Washington County representative shall retain one copy until acceptance of the final garment, at which time it will be surrendered upon demand by contractor. Acceptance or rejection of the garment shall be at the discretion of the above-designated official. One try-on in the baste is required and one alteration is permitted. If the uniform is judged to be unacceptable after one alteration, it will be rejected and a new garment shall be produced. A rejected uniform may not be accepted after one alteration for any other individual.
17. Color: The color shall be French blue or as indicated on the fabric specification.
18. Labeling: All blouses are to be custom made for each individual officer. To be produced and filed in cad computer system, all blouses are to have a care label permanently affixed, with the Department name, Officer Name, Name of Manufacture, Specification, Size, and also to have a tracking code, which corresponds to the packing slip and invoice number.

19. Cloth Badge Holder: There shall be a cloth badge holder sewn above the left breast pocket, 2" long and 1" wide, with two brass eyelets. Badge holder to be sewn all the way around.
20. Sleeve Stripes:
 - a. 1 row of ¾" P&F serge, which will match the Sheriff's Office trousers will be placed on each sleeve for the rank of deputy, DFC, Cpl. and Sgt. *(See Attachment No. 2 for illustration)*
 - b. ½" gold vellum braid will be required on each sleeve for the rank of lieutenant (1 row), Captain (2 rows), Major (3 rows), Colonel (4 rows), and Sheriff (5 rows). When an Officer changes rank the ½" gold vellum braid shall be sewn on each sleeve of the Dress Blouse at no extra charge and shall be provided by the vendor.
21. Certification: The vendor shall be responsible for all requirements, specification, standards, and shall certify compliance with all of the above.
22. Emblems: On all Deputy Sheriffs uniform dress coats, a regulation Washington County Sheriff Emblem shall be attached to each sleeve, set 1" below shoulder seam. The emblem will match the current emblem in all ways and will be provided by the vendor (the successful vendor and the Sheriff's Office will work in a collaborative relationship to achieve an emblem that is acceptable to the Sheriff's Office). On all Corrections Officers uniform dress coats, a regulation Washington County Detention Emblem shall be attached to each sleeve, set 1" below shoulder seam. The emblem will match the current emblem in all ways, except the background field will be dark blue to match the class "A-B" trousers and the writing will be white. All emblems must be attached at no extra charge and shall be provided by the vendor. *(See Attachment No. 2 for illustration)*
23. Neckties: The vendor shall provide a clip-on necktie, with button holes. Color to match the uniform trousers – Dark Navy Blue. The necktie shall be a polyester/wool blend. The vendor shall provide the various necktie lengths – neckties 20" in length and shorter, the wide part of the necktie shall be 3" in width. Neckties 22" in length and longer, the wide part of the necktie shall be 3 ½" in width.

II. CLASS "A-B" TROUSERS

A. Scope:

FABRIC:

Content: 75% Polyester / 25% Wool
Weight: 12 oz. per linear yard
Weave: Serge
Color: LAPD Navy

B. STYLE:

Trouser shall be manufactured from an up-to-date men's uniform trouser pattern. The trouser styling shall be T-1: plain front, two (2) quarter top front pockets, two (2) hip pockets professionally finished with no visible topstitching, two (2) club pockets and two (2) concealed cargo pockets. Work wear industrial style construction is unacceptable and shall be cause for rejection.

C. LINING MATERIAL:

The pocketing and fly lining material shall be 70% Polyester / 30% Cotton, 2.9 oz. per square yard (60" width) with a minimum 78 x 48 count. Pocketing must have a durable press finish and the color of the pocketing must be black.

D. FREEDOM-FLEX WAISTBAND SYSTEM:

Trouser shall be made with a special Freedom-Flex Waistband System that will allow the wearer waist expansion of 2 1/2" to 3". The waistband shall measure a minimum of 1-7/8" wide when finished. The flexible expansion split portion of the waistband shall be to the front of the trouser side seam and there shall be a 3/4-inch wide side belt loop positioned to 'hide' the expansion split of the waistband. (*See Attachment No. 1, Section D Freedom-Flex Waistband System, Letter a.)*

The waistband curtain shall consist of two different styles for maximum waistband expansion to enhance wearer comfort, fit, and appearance. The front of the trouser (to the expansion split) waistband curtain style shall consist of a 2-inch wide elastic section that incorporates Tru-Grip, a 1/2" surface area composed of thin 55 gauge rubber for maximum comfort and performance. The Tru-Grip acts to help keep shirts tucked in securely. (Use of a single silicone strip or strips instead of 1/2" wide rubberized surface area shall be cause for rejection.) (*See Attachment No.1, Section D Freedom-Flex Waistband System, Letter b.)*

The back half of the trouser waistband curtain shall finish a minimum 2-1/8" wide and is to be made of black pocketing material and shall be attached to the top of the trouser with a zigzag stitch. The waistband curtain must also contain Tru-Grip and will line up with the Tru-Grip on the front of the expansion split. (Substitution of a silicone strip or strips in place of Tru-Grip shall not be acceptable and shall be cause for rejection.)

The waistband curtain is composed of a wet laid non-woven canvas weighing 3.3 oz. per square yard. The canvas is covered in the same color and material as the pocketing. The 1/2" rubberized surface area is positioned 1-1/4" up from the bottom of the curtain.

The specifications for the rubberized Tru-Grip curtain are as follows:

Width: 1-1/8-inch

Warp: 300 Denier Texturized Polyester

Filling: 300 Denier Texturized Polyester

Rubber: 55 Gauge

Count: 32-36 yarns per inch

Contents: 59% Polyester/41% Rubber

To complete the Freedom-Flex Waistband System, there shall be a 1-1/4" wide elastic component sewn into the back half of the waistband curtain to allow for the stretch and recovery of the waistband to comfortably fit the wearer's waist size. There shall be a bartack for strength and durability sewn at the stress point on the waistband where it joins the front elasticized waistband curtain joining stitching (positioned, on the waistband above the front pocket.)

The waistband closure shall be accomplished with one crush proof hook and eye centered on the waistband for wearer comfort. The hook and eye shall be reinforced with a 7/8" non-woven tape that is anchored with topstitching through and through to the top of the waistband (bartacks in place of topstitching shall be cause for rejection). In addition to the stitching of the waistband when it is set onto the trouser, the waistband must also be topstitched below the waistband seam of the trouser to be finished to allow for alterations (with ample fabric and curtain material to allow trouser size to be increased at least one size). The outlet in the seat is to be proportional to the waist outlet so the seat may also be let out. Seat seam must be sewn with a tandem needle machine (double-needle stitch) for maximum stretch.

E. BELT LOOPS:

There shall be a minimum of seven belt loops 3/4" in width of double thickness. Each loop must have a non-woven interlining for added durability. All loops (except back center) must be sewn into the top and bottom of the waistband ("dropped" belt loops that are tacked to the outside of the trouser all around waist shall be cause for rejection). The top of the belt loops (except back center) shall be sewn into the waistband curtain seam with a Rocap machine using a zigzag stitch. The bottom of the center back loop shall be tacked to the trouser and the top of the loop tacked to the outside of the waistband to allow for easier waist alteration. *(See Attachment No. 1, Section E. Belt Loops, Letter a.)*

F. FLY:

Trouser shall have a brass metal zipper with memory lock brass slider secured by metal stopper at base. There shall be a French Fly tab closure on the inside of the right fly. The tab shall be double ply made of the basic trouser fabric (tabs made of pocketing material or a "grown on" French Fly will be cause for rejection). The right fly shall be lined with the same material and color as the pocketing. The fly lining shall be sewn to the left fly continuing below the zipper into the crotch area in a neat and durable manner. A button shall be located on the left fly corresponding with the French Fly tab to provide a clean and comfortable closure. Topstitching of fly to be installed with automatic "J" stitch equipment eliminating puckering and providing a clean finish. There shall be a firm straight bartack at the bottom of the fly going through the zipper tape for maximum strength. Bartack shall line up with starting point of "J" stitch. *(See Attachment No. 1, Section F. Fly, Letter a.)*

G. POCKETS:

A specially designed front pocket shall be used so that it will expand and work in conjunction the Freedom-Flex Waistband System. There will be a ½-inch wide elastic attached to the front pockets and the waistband allowing for the recovery of the front pocket to wearer's most comfortable waist size position. The two (2) front pockets will be quarter top style with a minimum opening of 6" and a minimum depth of 5-3/4" measured from the bottom of the opening. Front pockets to have firm straight bartacks at top and bottom of pocket openings. Pockets shall be constructed using the stitch, turn, and topstitch method. Front pocket facing and barrier to be made of the basic trouser fabric. Facing shall be a minimum of 1" and barrier shall measure a minimum of 2" (measured to the inside edge of pocket lining).

The two (2) hip pockets shall have a minimum 5-3/8" wide (bartack to bartack) opening and a minimum depth of 5-3/4 " measured from the bottom of the pocket opening. Hip pockets shall be constructed using the double welt method on an automatic welt machine. The welts shall be finished in such a manner that there is no topstitching (topstitched hip pockets shall be cause for rejection). The corners of the hip pocket openings shall have straight bartacks for reinforcement (use of triangular bartacks shall be cause for rejection). Hip pocket facing and barrier are to be made of basic trouser fabric. Facing shall be a minimum of 3/4" and the barrier shall be a minimum of 1-1/2". The left hip pocket shall have a centered tab made of basic cloth inserted into the top welt with bartacks at the top and bottom of the tab to form an opening for a button. A button shall be located below the bottom welt corresponding in location with the tab, which shall be interlined with non-woven for added durability. There shall be a dart centered above each hip pocket to waistband. Dart shall be approximately 2-3/4" long tapered from 3/8" at waistband and shall be installed with automatic equipment for a clean non-puckered finish. *(See Attachment No.1 , Section G. Pockets, Letter a.)*

The watch pocket shall be located on the right front. The front of the pocket shall be made of pocketing fabric and the back of the pocket shall be made of basic fabric and the two pieces are securely stitched together. Each corner of the pocket opening shall have straight bartacks.

There shall be club pockets located 3 1/2" (plus or minus 1/4") below each hip pocket. The club pockets shall be 1 1/2" (plus or minus 1/4") from the side seam with a minimum opening of 3 1/2" and a minimum depth of 8". Pocketing material to be the same as side and hip pockets. Club pockets shall be constructed using the double welt method on a REECE PW machine and finished in such a manner that there is no topstitching (topstitched club pockets shall be cause for rejection). The corners of the club pockets shall have straight bartacks for reinforcing strength.

There shall be two route book cargo pockets, one on each side seam. The pockets will be centered across the side seam and placed approximately 2" below the bottom of the front quarter-top pocket. Pocket opening shall close with a black nylon zipper. The measurements of the pocket shall be a minimum of 7" wide and a minimum of 8" deep.

H. SEAT:

Seat must be sewn with a Tandem Needle Machine (double-needle stitch) for maximum durability.

I. CREASES:

The leg creases, front and back will have a silicone bead put in by using the Supercrease process. The trouser creases shall be double stitched.

J. STITCHING, PRESSING & FINISHING:

Trouser must be stitched with matching thread. Trouser must be neatly pressed on Hothead Presses and properly shaped. Outseams and inseams are edge serged on automatic equipment for uniformity of quality and shall be pressed open for a smooth pucker-free finish with repeated cleaning and pressing. Trouser must be cleaned and finished to eliminate loose threads. *(See Attachment No. 1, Section J. Stitching, Pressing & Finishing, Letter a.)*

K. STOCK SIZES:

Trouser must be available from stock in the following sizes:

SHORT RISE:	28 - 42 (EVEN ONLY)
REGULAR RISE:	28 - 64 (EVEN ONLY OVER 38)
LONG RISE:	32 - 48 (EVEN ONLY)

L. LABELS:

Trouser must have a permanent label providing care instructions and small woven label indicating waist size. A removable paper ticket showing the size, fabric content, cut number, and WPL or RN number must be on the outside of the waistband. Ticket to be matchbook style installed with plastic staples for easy removal without damaging trouser material and showing size when trousers are stacked.

III. CLASS "A-B" LONG SLEEVE SHIRTS

A. Scope:

1. This specification covers the requirements for uniform long sleeve shirts made from first quality 75% Dacron Polyester and 25% wool 2-ply serge fabric for the Washington County Sheriff's Department.
2. The garments shall be tailor fit according to individual measurements and fittings.

B. Requirements:

1. First quality 75% Dacron Polyester and 25% wool 2-ply serge fabric as detailed in specifications.
2. The production of the shirts shall be first class in every respect. All materials necessary to produce the shirts must be first quality and the garments shall be clean, well finished and pressed.
3. Shirts in custom made-to-measure sizes are required. Custom fit shirts are to be made to individual measurements and fittings. Measurements shall be taken at the Washington County Sheriff's Department.
4. All garments shall be manufactured in one establishment where sanitary conditions shall prevail. During normal working hours, the vendor's plant shall be open for inspection of work by duly authorized representatives of the Washington County Sheriff's Department.

C. Fabric Specifications:

1. Weave - Serge
2. Weight - 12.0 ounces per linear yard
3. Fiber Content - 75% Dacron Polyester; 25% Worsted Wool
4. Ply of Yard - 2-ply warp and filling

D. Shirt Fabrication: Material - Raeford Mills #6038-35386, French Blue, 12 ounce, 75% Dacron Polyester and 25% Worsted Wool, 2-ply, serge finish.

E. Style:

1. Regulation police long sleeve shirt with shoulder straps and metal eyelet badge holder with five permanently sewn-in military creases. Yoke to be center pointed for comfort and to be lined with 65% Polyester and 35% cotton of coordinating color.
2. Front: Seven button front with vertical buttonholes. Buttonholes are to be extra heavy duty, approximately 50 stitches per inch. Center placket is to be approximately 1 3/8" wide and to be lined with fusible Pellon. The shirt is to have a hidden zipper front, which is to be molded flat YKK Zipper #VFO-36, 7/16" wide, molded, zipper will begin at the 2nd button from the top down.

F. Construction:

1. The collars and cuffs are to be 1/4" topstitched and all seams are to have no less than 10 stitches per inch. All parts of the shirts to be die cut and creased to insure

uniformity of shape and size. All seams to have reinforcing tack stitching of no less than 3 stitches at the beginning and end of each seam.

2. Badge holder and nameplate eyelets: Badge tab to be lined with fusible Pellon and two metal eyelets approximately 1" wide and 2" long to be sewn all the way around. Two oval sewn on nameplate eyelets will be placed above the right pocket and will be lined with pellon.
3. Collar: To be stand-up style. Collar to have permanently fused shrink proof 100% cotton interlining, extra heavy grade, and collar to be 3" long. Collar stays to be lined with 65% Dacron Polyester and 35% cotton, and stitched in such a manner that the collar stays are sewn directly to the tip of the collar. Neck to be lined with same material as body of shirt.
4. Sleeve: To have double reinforced elbows. Reinforcement is to be one-piece construction and to be stitched at opening and throughout the elbow. Reinforcement to be approximately 6 3/4" at the widest point, to vary depending on the shirt size, and is to be sewn into the inseam of the sleeve and into the cuff. Two-button cuff will accommodate a plastic 24 ligne button, and the cuff will be lined with 65% polyester and 35% cotton. Cuff to have permanently fused shrink proof 100% cotton interlining, extra heavy grade. Cuff to be squared off; rounded or barrel cuff is not acceptable.
5. Pockets: Pockets to be pleated approximately 5 7/8" deep and 5 1/4" wide. Pockets are to be scalloped style flat with Velcro in each corner. Flaps to have fused 100% cotton interlining, extra heavy grade and shrink proof. Left pocket top to have 1 1/2" pencil division. Pockets will accommodate a removable 24 ligne metal button.
6. Shoulder straps (epaulet): Military style sewn into sleeve seams and crossed stitched. All shoulder straps are to have permanently fused shrink proof 100% cotton interlining. Shoulder straps will accommodate a removable 24 ligne metal button. The Shoulder Straps (epaulet) shall come in a French Blue to match the shirt or shall come in a dark blue to match the trouser for Corrections.
7. Buttons: Entire shirt will have 24 ligne plastic buttons, with the exception of the epaulets and flaps. Metal buttons to be Maryland State Seal type as manufactured by the Waterbury Button Company. Rank of Lieutenant, and above are to have gold finish, all others to have silver finish.
8. Fitting: All uniform garments shall be custom made to the measurements taken of the individual. All measurements shall be taken in the presence of an official designated by the Sheriff. This official shall also be present at the try-on in the baste, shall approve alterations and acceptance of the finished product. Measurements shall be recorded, and the Washington County Sheriff's Department representative shall retain one copy until acceptance of the final garment is approved, at which time the contractor will surrender it upon

demand. Acceptance or rejection of the garment shall be at the discretion of the above-designated official. One try-on in the baste is required and one alteration is permitted. If the uniform is judged to be unacceptable after one alteration, it will be rejected and a new garment shall be produced. A rejected uniform may not be accepted after alteration for any other individual.

- G. Certification: Vendor shall be responsible for all requirements, specifications and standards, and shall certify compliance with all of the above.
- H. Labeling: All shirts are to be custom made for each individual officer. All shirts are to have a care label permanently affixed.
- I. Emblems: On all Deputy Sheriffs uniform shirts, a regulation Washington County Sheriff Emblem shall be attached to each sleeve, set 1" below shoulder seam. The emblem will match the current emblem in all ways and will be provided by the vendor (the successful vendor and the Sheriff's Office will work in a collaborative relationship to achieve an emblem that is acceptable to the Sheriff's Office). On all Corrections Officers uniform shirts, a regulation Washington County Detention Emblem shall be attached to each sleeve, set 1" below shoulder seam. The emblem will match the current emblem in all ways, except the background field will be dark blue to match the class "A-B" trousers and the writing will be white. All emblems must be attached at no extra charge. Where needed, a regulation Washington County Sheriff's Chevron shall be attached to both sleeves, placed directly below shoulder emblem. The emblem will match the current emblem in all ways and will be provided by the vendor. The emblems and chevrons must be attached at no extra charge and shall be provided by the vendor. (*See Attachment No. 2 for illustration*)
- J. Neckties: The vendor shall provide a clip-on necktie, with button holes. Color to match the uniform trousers – Dark Navy Blue. The necktie shall be a polyester/wool blend. The vendor shall provide the various necktie lengths – neckties 20" in length and shorter, the wide part of the necktie shall be 3" in width. Neckties 22" in length and longer, the wide part of the necktie shall be 3 1/2" in width.

IV. CLASS "B" SHORT SLEEVE SHIRTS

- A. Scope:
 - 1. This specification covers the requirements for uniform short sleeve shirts made from first quality 12 ounce material, 75% Dacron Polyester and 25% wool serge fabric, Raeford Mills #6038-35386 for the Washington County Sheriff's Department.
 - 2. The garments shall be tailor fit according to individual measurements and fittings.

B. Requirements:

1. First quality 12 ounce material, 75% Dacron polyester and 25% wool serge fabric, Raeford Mills # 6038-35386 as detailed in specifications.
2. The production of the shirts shall be first class in every respect. All materials necessary to produce the shirts must be first quality and the garments shall be clean, well finished and pressed.
3. Shirts in custom made-to-measure sizes will be required. Custom fit shirts are to be made to individual measurements and fittings. Measurements shall be taken at the Washington County Sheriff's Department.
4. All garments shall be manufactured in one establishment where sanitary conditions shall prevail. During normal working hours, the vendor's plant shall be open for inspection of work by duly authorized representatives of the Washington County Sheriff's Department.

C. Fabric Specifications:

1. Weave - Serge
2. Weight – 12.0 ounces per linear yard
3. Fiber Content - 75% Dacron Polyester, 25% Worsted Wool
4. Ply of Yard - 2-ply warp and filling

D. Shirt Fabrication: Material - Raeford Mills #6038-35386, French Blue, 12 ounce, 75% Dacron Polyester and 25% Worsted Wool, 2-ply, serge finish.

E. Style:

1. Regulation Police Short Sleeve Shirt with shoulder straps and metal eyelet badge holder, and five permanently sewn in military creases. Yoke to be center pointed for comfort and to be lined with 65% polyester and 35% cotton of coordinating color.
2. Front: Seven button front with vertical buttonholes. Buttonholes are to be extra heavy duty, approximately 50 stitches per inch. Center placket is to be approximately 1 3/8" wide and to be lined with fusible Pellon. The shirt is to have a hidden zipper front, which is to be molded flat YKK Zipper #VFO-36, 7/16" wide, molded, zipper will begin at the 2nd button from the top down.

F. Construction:

1. The collars are to be 1/4" topstitched and all seams are to have no less than 10 stitches per inch. All parts of the shirts to be die cut and creased to insure

uniformity of shape and size. All seams to have reinforcing tack stitching of no less than 3 stitches at the beginning and end of each seam.

2. Badge holder and nameplate Eyelets: Badge tab to be lined with fusible Pellon and two metal eyelets approximately 1" wide and 2" long to be sewn all the way around. Two oval sewn on nameplate eyelets will be placed above the right pocket and will be lined with Pellon.
3. Collar: to be stand up style. Collar to have permanently fused shrink proof 100% cotton interlining, extra heavy grade, and collar to be 3" long. Collar stays to be lined with 65% Dacron Polyester and 35% cotton, and stitched in such a manner that the collar stays are sewn directly to the tip of the collar. Neck to be lined with same material as body of shirt.
4. Sleeve: To be half sleeves, which are turned and hemmed. The half sleeves are to be precise measured lengths based on individual requirements.
5. Pockets: Pockets to be pleated approximately 5 7/8" deep and 5 1/4" wide. Pockets are to be scalloped style flat with Velcro in each corner. Flaps to have fused 100% cotton interlining, extra heavy grade and shrink proof. Left pocket top to have 1 1/2" pencil division. Pockets will accommodate a removable 24 ligne metal button.
6. Shoulder Straps (epaulet): Military style sewn into sleeve seams and crossed stitched. All shoulder straps are to have permanently fused shrink proof 100% cotton interlining. Shoulder straps will accommodate a removable 24 ligne metal button. The Shoulder Straps (epaulet) shall come in a French Blue to match the shirt or shall come in a dark blue to match the trouser for Corrections.
7. Buttons: Entire shirt will have 24 ligne plastic buttons, with the exception of the epaulets and flaps. Metal buttons to be Maryland State Seal type as manufactured by the Waterbury Button Company. Rank of Lieutenant, and above are to have gold finish, all others to have silver finish.
8. Fitting: All uniform garments shall be custom made to the measurements taken of the individual. All measurements shall be taken in the presence of an official designated by the Sheriff. This official shall also be present at the try-on in the baste, shall approve alterations and acceptance of the finished product. Measurements shall be recorded and the Washington County Sheriff's Department representative shall retain one copy until acceptance of the final garment is approved, at which time the contractor will surrender it upon demand. Acceptance or rejection of the garment shall be at the discretion of the above-designated official. One try-on in the baste is required and one alteration is permitted. If the uniform is judged to be unacceptable after one alteration, it will be rejected and a new garment shall be produced. A rejected uniform may not be accepted after alteration for any other individual.

- G. Certification: Vendor shall be responsible for all requirements, specifications and standards, and shall certify compliance with all of the above.
- H. Labeling: All shirts are to be custom made for each individual officer. All shirts are to have a care label permanently affixed.
- I. Emblems: On all Deputy Sheriffs uniform shirts, a regulation Washington County Sheriff Emblem shall be attached to each sleeve, set 1" below shoulder seam. The emblem will match the current emblem in all ways and will be provided by the vendor (the successful vendor and the Sheriff's Office will work in a collaborative relationship to achieve an emblem that is acceptable to the Sheriff's Office). On all Corrections Officers uniform shirts, a regulation Washington County Detention Emblem shall be attached to each sleeve, set 1" below shoulder seam. The emblem will match the current emblem in all ways, except the background field will be dark blue to match the class "A-B" trousers and the writing will be white and will be provided by the vendor. All emblems must be attached at no extra charge. Where needed, a regulation Washington County Sheriff's Chevron shall be attached to both sleeves, placed directly below shoulder emblem. The emblem will match the current emblem in all ways and will be provided by the vendor (the successful vendor and the Sheriff's Office will work in a collaborative relationship to achieve an emblem that is acceptable to the Sheriff's Office). The emblems and chevrons must be attached at no extra charge, and shall be provided by the vendor. *(See Attachment No. 2 for illustration)*
- J. Neckties: The Vendor shall provide a clip-on necktie, with button holes. Color to match the uniform trousers – Dark Navy Blue. The necktie shall be a polyester/wool blend. The Vendor shall provide the various necktie lengths, neckties 20" in length and shorter, the wide part of the necktie shall be 3" in width. Neckties 22" in length and longer, the wide part of the necktie shall be 3 1/2" in width.

V. PATROL JACKET (5.11 Tactical 4-in-1 Patrol Jacket Mfg#48027)

- A. Fabric Type: Waterproof/Breathable, 100% Nylon, Lining: 100% Nylon Fleece Jacket: Water Repellant, 100% Polyester and 100% Nylon abrasion panels, Lining: 100 and Nylon
- B. Shell: Double lower front reversed pleated hand warmer pockets which open at top and sides.
- C. Blood Bourne Pathogen Resistant Finish
- D. Pockets Lined with 100% Polyester Tricot
- E. Badge tab sewn on left chest at front
- F. Upper Vertical chest Pockets with double Velcro closures. Double front
- G. Soft BBS 100% Polyester loop material lining

- H. Double front Storm Flaps insure water repellency
- I. Fully taped seam sealed construction for added protection
- J. ½ Elasticized back waist using 2” elastic sides have duty belt access zippers with double sides inset into lower side seam with snap closure tabs for security
- K. ½ elasticized cuff using 2” elastic with 5.11 logo cuff tables and Velcro adjustment
- L. The bi-swing back runs from shoulder seam to bottom of armhole on back panel and is 1.75” wide
- N. Lower sleeve pocket uses 6” zippered and covered welt opening
- O. Left inner zippered security pocket. Hood has Velcro closure at front and hood has
- P. Velcro closure at front and center back adjustment, hood securely snaps to jacket with 4 snaps.
- Q. Inner Fleece Jacket:
 - 1. Shall be fully removable to be worn with or separately from outer shell jacket.
 - 2. 9” front yoke depth on shoulder front overlays and back yoke overlay is 10” in depth
 - 3. Top of the sleeves has Nylon overlays from armhole seam to top of elbow
 - 4. 6” wide elbow overlay is 5.5” wide at top of elbow and 15” long to cuff elastic.
 - 5. Inner fleece jacket uses a 3 point snap and loop attachment system to secure the inner jacket to outer shell.
 - 6. 8” side seam zippers open for Duty Belt access and snap closure with 2 adjustment snaps at hem
 - 7. Two (2) lower hand warmer pockets lined with brushed tricot, 1 zippered inner security pocket
 - 8. Inner upper body lining of BBS material and inner right chest hat and glove pocket
 - 9. Collar is 2” x 1” Rib trim
- R. Stitching and Finishing:
 - 1. 9-10 Stitches per inch on seams, cover and single needle top stitching.

2. External seam are seam taped. Shoulder, Armhole, Front Yoke, Front Side Seams:
3. Over locked inside, 1/8" Needle Edge Stitched.
4. Collar: 1/8" Single Needle top stitch.
5. Cuff & Hem: 1/8" Single needle on body.
5. Bartacks: Pencil Pocket welt sides, mic-welts at shoulder, hand warmer pocket.
6. Openings (top & bottom), chest pocket opening (both sides).
7. External Seams: Taped with clear polyurethane (PU) tape.
8. Closures: YKK zippers, Velcro hook and loop inside chest pocket
9. Labels: woven main label, size/country of origin, fiber content, care shall be permanently attached to jackets.
10. Colors: Black (019), Dark Navy (724), Sherriff Green (890).

Customization for the 5.11 Tactical Jacket #48027 badge holder shall be attached to the left chest of both the outer shell and the liner. Washington County Sheriff's emblem (*See Attachment No. 2 for illustration*) shall be attached to both sleeves on the outer shell and liner. Back reflective block style letters: to read "DEPUTY SHERIFF" on two lines.

VI. WINTER JACKET (Blauser Style #6120)

- A. Shell: 100% nylon, ling 100 % nylon, filler 65% polyolefin-35 % polyester, Navy Blue with patch on each sleeve.
- B. Shell Fabric: 100% texturized Nylon, 70 denier warp and 250 denier filling. Backcoating with printed breathable coating.
- C. Lining Fabric:
 1. Permanent Lining Fabric: B. Dry 1.85 oz. per square yard 100% nylon 70 denier ripstop with a total count of 210. Color: charcoal or navy blue. Fabric shall be coated or laminated with a waterproof breathable polymer that can be washed and dry cleaned, and seam sealed. Fabric shall be 3,000 MM waterproofness (test method # JIS-L1092A) and 3,000 grams/M2/per 24 hours breathability (test method # JIS-L1099A).

2. Removable Insulated Liner: 6 inch diamond pattern quilted insulation package. 1.85 oz. per square yard, 100% Nylon 70 denier ripstop woven face fabric (Color: charcoal). Thermolite Plus or B.Warm BSCL-120 insulation for sleeves and BSCL-120 for body. 1.8 oz. per square yard, 100% Nylon 70 denier plain weave taffeta backing fabric (Color: black). Fiber migration resistant construction and treatment with no added layers of scrim. Machine washable/dryable, drycleanable, and can be pressed. Shrinkage less than 2%.

D. Trim:

1. Pocketing: 65% polyester 35% Cotton. (Color: navy blue)
2. Brushed Pocketing: 100% polyester tricot. (Color: navy blue)
3. Interlining: 100% polyester non-woven
4. Binding: 100% Nylon Taffeta
5. Knit: 100% polyester in a 1 X 1 rib knit. (Color: match the shell fabric.)
6. Ribbon Loops: 0.5 inch grosgrain. (Color: navy blue)
7. Snaps: 20 ligne spring snaps with closed backs, gunmetal finish on brass, heavy-duty closure, 24 ligne nylon cap (Color: navy blue)
8. Seam Tape: waterproof seam sealing tape compatible with the permanent waterproof-breathable lining. (Color: Clear)

E. Zippers:

1. Front zipper: delrin, one-way, size #5, 26 inches.
2. Sleeve underarm zippers: nylon coil, one-way, size #3, 10 inches.
3. Inside pocket zipper: nylon coil, one-way zipper, size #3, 5.5 inches.
4. Liner zipper: delrin, one-way, size #3, 46 inches.
5. Removable sleeve liner zippers: delrin, one-way, size #3, 16 inches.
6. Side vent zippers: nylon coil, one-way, size #5, 9.5 inches.
(Zipper lengths specified are for size L/Reg, Color: navy blue)
7. Hook and Loop: woven nylon base. (Color: navy blue)
8. Eyelets: aluminum. (Color: navy blue) Metal Uniform Buttons: 24 ligne buttons unless specified by agency.

F. Design and Construction:

1. Waterproof by design.
2. Waist length bomber style.
3. Front zipper closure.
4. Two piece drop shoulder sleeves.
5. Quilted liner with zip-off sleeves for versatile all-season wear.
6. Underarm sleeve zippers.
7. Permanently lined with waterproof- breathable lining.
8. Collar with collar stand.
9. Two lower reverse pleated patch pockets with flaps and side opening.
10. Inside zippered pocket.
11. Zippered side vents with snap tabs.
12. Badge tab on left breast.
13. Epaulets.

G. Emblems: A regulation Washington County Detention Emblem shall be attached to each sleeve on the outer shell. The emblem will match the current emblem in all ways and shall be provided by the vendor (the successful vendor and the Sheriff's Office will work in a collaborative relationship to achieve an emblem that is acceptable to the Sheriff's Office). *(See Attachment No. 2 for illustration)*

VII. PORT AUTHORITY LEGACY JACKET (Style #J764)

- A. 100% polyester shell, 100% polyester mesh upper back lining, 100% nylon lining on lower back, front and sleeve lining.
1. Locker loop
 2. Front zipper pockets
 3. Stowaway hood in cadet collar
 4. Interior chest pocket
 5. Front and back vents for breathability

6. Adjustable elastic cuffs with hook and loop closure
 7. Open hem with elastic insets
 8. Color: Millenium Blue/Navy
- B. Emblems: A regulation Washington County Detention Emblem that matches the current emblem in all ways shall be placed on left chest. The emblem shall be provided by the vendor (the successful vendor and the Sheriff's Office will work in a collaborative relationship to achieve an emblem that is acceptable to the Sheriff's Office).
(See Attachment No. 2 for illustration)

VIII. PORT AUTHORITY LEGACY JACKET (Style #L764)

- A. 100% polyester shell, 100% polyester mesh upper back lining with locker hoop, 100% nylon lower back, front and sleeve lining.
1. Locker loop
 2. Front zippered pockets
 3. Princess cut seams
 4. Snap-off hood and open collar
 5. Adjustable side buckles
 6. Color: Millenium Blue/Navy
- B. Emblems: A regulation Washington County Detention Emblem that matches the current emblem in all ways shall be placed on left chest. The emblem shall be provided by the vendor (the successful vendor and the Sheriff's Office will work in a collaborative relationship to achieve an emblem that is acceptable to the Sheriff's Office).
(See Attachment No. 2 for illustration)

IX. STRAW HATS

Navy blue campaign triple brim straw hats as manufactured by the Stratton Company. Front eyelet for hat badge is required. A black 3/8" hat strap will be required with each hat. Custom fit hats are to be made to individual measurements and fittings. Measurements shall be taken at the Washington County Sheriff's Department.

X. FELT HATS

Navy blue campaign style 3X beaver felt hats as manufactured by the Stratton Company. Front eyelet for hat badge is required. A black 3/8" hat strap will be required with each hat. Custom fit

hats are to be made to individual measurements and fittings. Measurements shall be taken at the Washington County Sheriff's Department.

XI. CLASS "C" TROUSERS – Detention (Blauer Style #8810X cut MV17106 dark navy)

A. Scope:

1. This specification covers the requirements for CLASS "C" BDU trousers as made from 11 oz 65/35 washable cotton blend fabric with 10% stretch fabric.
2. The garments shall be sized and off the rack.

B. Requirements:

1. First quality 11 oz 65/35 cotton blend fabric with 10% stretch as detailed in the specifications. Dark navy blue color to match the shoulder straps (epaulets)
2. Stretch waistband construction with silicone shirt grip, with fly tab.
3. Trousers shall be sized and off the rack.

Male Trouser must be available from stock in the following sizes: Regular Rise:
28 - 50" (even only over 38).

Female Trouser must be available from stock in the following sizes as illustrated in the following chart:

Sizes:	6	8	10	12	14	16	18	20	22	24	26
Waist Measurement	26"	27"	28"	30"	32"	34"	36"	38"	40"	42"	44"
Hip Measurement	37"	38"	39"	41"	43"	45"	47"	49"	51"	53"	55"

4. Front quarter pockets
5. Hip pockets with button down flaps
6. Thigh pockets with velcro down flaps
7. Cotton blend pocketing
8. Heavy-duty nylon fly zipper with auto-lock slider
9. Split seam tailored construction
10. Extra strength tandem needle seat seam

11. Belt Loops: All trousers are to have seven (7) belt loops 1" wide and 3" long. All loops are to have double stitching for extra strength. All loops are to be sewn in such a manner as not to allow raw edges. The base of the loops are to be stitched for extra strength with a minimum of 28 stitches per loop.
12. Certification: Vendor shall be responsible for all requirements, specifications, and standards and shall certify compliance with all of the above.
13. Pocketing: 70/30 polyester-cotton twill, not less than 3.0 sq. yr
14. Finished hem with drawstring closure. Drawstring: 100% Polyester gross grain ribbon.
15. Tandem needle seat seam.
16. Seat, inseam, and out seams pressed open.
17. 10-12 stitches per inch (all seams).
18. Double hook and eye closures, Hook and eyes are to be nickel-plated
19. Please note that there will be a cloth stripe attached to the outside of each leg from the bottom of the waistband through the pocket flap, pleated pocket to the finished hem of pant. The stripe will be a 1 1/8" wide stripe of French blue #5038-B499 polyester fabric and must be a perfect match to all of the Class C shirts
20. BDU pants will be stock sizes only and the customer will provide waist and inseam measurements. The vendor will be asked to supply a complete fit line to customer for obtaining proper sizing.
21. The front crease on the legs of the trousers shall be sewn in.

XII. (12A & 12B) - CLASS "C" LONG SLEEVE AND SHORT SLEEVE SHIRTS

A. Scope:

1. This specification covers the requirements for uniform long and short sleeve shirts made first quality 100% Dacron polyester fabric for Washington County Detention Division.
2. The garment shall be stock alpha sizing only. Garments must be made in the USA. Vendor will be asked to supply a complete fit for customer to submit proper sizing.

B. Requirements:

1. First Quality 100% Dacron polyester as detailed in Specifications.

2. Fabric specifications:
 - a. weave – Tropical
 - b. weight – 9 ½ ounces per linear yard
 - c. fiber content – 100% Dacron polyester
- C. Shirt Fabrication: Material: French Blue #5038-B499, 9 1/2 ounces, 100% DACRON polyester
- D. Style:
 1. Regulation Police Long Sleeve Shirt with shoulder straps, five permanently sewn in military. Rear creases to be sewn under the yoke to the base of the rear inner lining below the neck. Yoke to be straight (3” from the bottom neckband to the yoke on a male size 16 ½” shirt, comparable distance for other sizes) for comfort and to be lined with 55% cotton and 45% polyester broadcloth of a coordinating color
 2. Front: Seven button front with vertical buttonholes. Buttonholes are to be extra heavy duty, approximately 50 stitches per inch. Center placket is to be approximately 3/8” wide and to be lined with fusible pellow.
- E. Construction:
 1. The collars and cuffs are to be ¼” top stitched and all seams are to have no less than 10 stitches per inch. All parts of the shirts to be computer cut and mirrored to insure uniformity of shape and size. All seams to be reinforcing tack stitching of no less than 3 stitches at the beginning and end of each seam.
 2. Collar: To be stand up style. Collar to have permanently fused shrink proof 100% cotton interlining, extra heavy grade. Collar to be 2 5/8” long. Collar stays which measure 3/8” x 2 ½” shall be stitched in such a manner that the collar stays are sewn directly to the tip of the collar. Neckband to be lined with same material as the body of the shirt. The collar to fasten with one (1) button with a corresponding buttonhole. The collar leaf is to be top stitched with two (2) rows of stitching. The points of the collar leaf will be 2-7/8” +/- 1/8” in length when finished at the point.
 3. Pockets: Pockets to be approximately 5 7/8” deep and 5 ¼” wide. Pockets are to be rectangular style with velcro in each corner. Velcro is to measure 5/8” x 5/8” and to be sewn in place on all four sides. The flaps are to be interlined with pellow crease and tac, 100% polyester. The left pocket at the top is to have a 1 ¼” pencil division. Pocket will accommodate a permanent plastic 24 ligne button. Pockets and flaps to be die creases for uniformity. Pockets will be equally distance from the placket. The plastic buttons are to be attached to top of flap.

4. Shoulder Straps: Military Style sewn into sleeve seam and crossed stitched. All shoulder straps are to be interlined with pella crease and tac, 100% polyester and die creased for uniformity. Shoulder straps shall be graded by size with the straps for size 16 ½" to measure 5 ¾" in length, 1 ½" at point end and 2 1/8" where it is sewn into the shoulder seams. Shoulder straps will accommodate a permanent 24 ligne plastic button. Please note that the Sheriff's Office Class C shirt will have a matching French Blue Epaulet and the Correctional Officers will have a dark blue 100% polyester epaulet, which shall match the color of the Class C trousers.
 5. Buttons: Entire shirt will have permanent 24 ligne plastic buttons.
- F. Certification: Vendor shall be responsible for all requirements, specifications and standards, and shall certify compliance with all of the above.
- G. Emblems: On all Deputy Sheriffs class "C" uniform shirts, a regulation Washington County Sheriff Emblem shall be attached to each sleeve, set 1" below shoulder seam. The emblem will match the current emblem in all ways and will be provided by the vendor (the successful vendor and the Sheriff's Office will work in a collaborative relationship to achieve an emblem that is acceptable to the Sheriff's Office). On all Corrections Officers class "C" uniform shirts, a regulation Washington County Detention Emblem shall be attached to each sleeve, set 1" below shoulder seam. The emblem will match the current emblem in all ways, except the background field will be dark blue to match the class "C" trousers and the writing will be white. All emblems must be attached at no extra charge. Where needed, a regulation Washington County Sheriff's Chevron shall be attached to both sleeves, placed directly below shoulder emblem. The emblem will match the current emblem in all ways and will be provided by the vendor (the successful vendor and the Sheriff's Office will work in a collaborative relationship to achieve an emblem that is acceptable to the Sheriff's Office). The emblems and chevrons must be attached at no extra charge and shall be provided by the vendor. *(See Attachment No. 2 for illustration)*
- H. Star Emblem: On all class "C" uniform shirts, a Washington County Sheriff Star Emblem shall be attached to the left breast, center above the pocket, and centered in the space. The emblem shall be a six-point star; it shall have a light blue background field that matches the class "C" uniform shirt. There will be a dark blue sewn boarder around the edge of the star, with a sewn ball on each point of the star. The sewn boarder shall match the color of the class "C" uniform trousers. In the center of the star there will be a sewn circle border, gold in color, inside the center of the circle shall be a field that shows the center part of the Maryland Flag, in its normal colors. Around the circle of the state flag it shall state the STATE OF MARYLAND, gold in color, in a medium blue field, around these words and the medium blue field, there shall be a second sewn circle, gold in color. Above the circle there shall be a banner in dark blue, to match the dark blue class "C" trousers, in the banner shall be DEPUTY SHERIFF, in light blue to match the color of the class "C" uniform shirt. Below the circle of the state flag, there shall be a second banner in dark blue, in the banner shall state WASHINGTON, below that shall be a third banner in dark blue in the banner shall state CO. The sewn edge of the star, balls of the star, and the banners shall be dark blue to match the class "C" trousers.

The DEPUTY SHERIFF and WASHINGTON and CO. shall be light blue to match the background of the star and the color of the class "C" shirt. The STATE OF MARYLAND and the circles around the Maryland flag shall be gold in color. The center of the Maryland flag shall reflect the normal colors of the Maryland Flag. The background of the circle, which states the STATE OF MARYLAND, shall be a medium blue. All star emblems must be attached at no extra charge and shall be provided by the vendor. (*See Attachment No. 2 for illustration*)

- I. Name Patch: On all Class "C" uniform shirts there will be an embroidered name patch attached above the right pocket of the shirt. The switching of the patch will be the same color as the Class "C" trousers. The background of the patch will match the color of the class "C" shirt. At no extra charge to the County, all patches must be approved by the County and attached to the uniform part. (*See Attachment No. 2 for illustration*)

XIII. CLASS "C" TROUSERS (Style #74003 TDU)

A. Scope:

1. This specification covers the requirements for CLASS "C" trousers as manufactured by 5.11 made from 7.5 oz 65/35 Ripstop with Telflon finish. Pocketing: 80/20, 4.0 oz Plain Weave.
2. The garments shall be sized and off the rack.
3. Stock sizes: XS-6XL (Short, Reg., Long, unhemmed in Black and Dark Navy) Short = 29.5", Reg = 32.5", Long = 33.5"
4. Colors: 019 Black, 108 Brown, 162 TDU Khaki, 190 TDU Green, 724 Dk Navy

B. Requirements:

1. Teflon treated for spill and stain resistance.
2. Self-adjusting tunnel waistband that moves with the wearer.
3. Front pocket openings have extra reinforcement on knife clipping area.
4. Deep front pockets, clean finished inside the pant and double stitched for heavy duty.
5. Large pleated cargo pockets with bellows on back and 2-compartment pockets with BBS feature inside.
6. Cargo pockets have flaps designed to close even when pockets are full.
7. Divided pockets inside have double function: small items fit inside and several types of rigs attach to loop fabric on the face side.

8. Pleats and bellows camouflage the exact nature of the items on the rigs.
9. Back pockets have single welts and generous size flaps.
10. Pocket bags are deep, clean finished inside and double stitched.
11. Double knees with inside opening for inserting Neoprene knee pad
12. Double seat in, self-fabric leg openings have removable draw cords tacked to inseam so that it will not slip out. The tack is removable.
13. UPF Rating: 50

C. Stitching and Finishing:

1. Seams are durable with 10" stitches per inch and extra heavy 5-thread construction.
2. Top stitching shall be non-raveling lock stitching.
3. Three needle top stitching at side seams, seat seam and front rise have
4. Double needle top stitching for fly outline, hand pocket openings, cargo pockets and all pocket flaps, knee patches and seat patch.
5. Bar Tacked belt loops at all corners, back pocket openings, crotch points and cargo pocket openings. Flaps are cross bar tacked.
6. Box stitching at all Hook and Loop.

D. Closures:

1. Fly zipper is metallic, YKK zipper with locking slider.
2. Waist Snap is metallic, PRYM 5.11 logo snap with extra strong grip.
3. Buttons at wearer's right back pocket and inside front back-up button shall be 4 hole Melamine buttons that won't melt burn or crack.
4. Hook and Loop closure at cargo pockets and back pockets
5. Labels: The woven logo label, care label, size label, country of origin label and fiber content label and fiber content label shall be permanently attached to the pants.

Customization for the 5.11 Tactical Shirts short sleeve shirts shall meet all specifications as the Long Sleeve Shirts. Washington County emblems (*See Attachment No. 2 for illustration*) shall be attached to both sleeves. Washington County Sheriff's badge shall be attached to the left chest. Epaulets shall be attached to each shoulder. Cloth name tape shall be attached to the right chest, with silver ½" block style lettering on a dark blue twill background.

XIV. (14A, 14B, 14C & 14D) - CLASS "C" LONG AND SHORT SLEEVE SHIRTS (Style #72054/72054T)

A. Scope:

1. This specification covers the requirements for uniform long and short sleeve shirts made first quality 65/35, 4.4 oz Taclite Ripstop with Teflon finish fabric for Washington County Sheriff Department.
2. The garment shall be stock alpha sizing only. Vendor will be asked to supply a complete fit for customer to submit proper sizing.
3. Stock sizes: Small-4XL Regular, Large-5XL Tall
4. Colors: 019 Black, 724 Dark Navy (Regular and Tall), 092 Storm, 190 TDU Green

B. Requirements:

1. Teflon treated for stain and soil resistance.
2. Locker loop at inside back neck.
3. Bi-swing shoulder design allows for extra movement through the back shoulder.
4. Two chest pockets with a bellow at one side (closest to armhole) and pencil pocket openings on each flap.
5. 5.11 patented hidden document pocket.
6. Hidden lower front placket (buttons are hidden between a double front placket).
7. Shirts shall come with an epaulette and badge holder kit for easy conversion.
8. Double-reinforced elbows with inside opening for insertion of elbow pad.
9. Duel pen-pocket on left forearm.
10. 28 bar tacks in high stress areas.
11. UPF Rating: 25

C. Stitching and Finishing:

1. Seams are durable with 10-12 stitches per inches on all operations.
2. Triple needle stitching on the patented document pockets, armholes, Bi-swings, front and back, yokes, sleeve seam and elbow path.
3. Double needle top stitching on cuffs, pocket bag and flaps.
4. Single needle top stitching at collar edge, both sides of front placket, duel pen-pockets on sleeve, sleeve plackets and body hem.
5. Clean finished straight cut body hem.
6. 2 Vertical bar tacks on each of the pocket flaps spaced 1 ½” apart for the pen pocket.
7. Bartacks at top corners of pocket flaps and chest pockets, top and bottoms of document pocket openings, bottom miter corners of the document pocket ¾” up from side seam on the Bi-swing Gusset, top, bottom and middle of the hidden placket and top of sleeve placket.

D. Closures:

1. Four (4) hole Melamine buttons that won’t melt, burn or crack.
2. Thirty (30) Ligne Buttons: one (1) at center front neck, 4 buttons hidden under front placket, 2 buttons on each cuff for adjustability, 1 button on each sleeve placket, 1 spare button and 2 buttons provided for optional Epaulettes.
3. Hook and loop closure on document pockets and chest pockets.
4. Labels: Parts number label, woven logo label, care label, size label, country of origin label and fiber content label are permanently attached to the inside of the shirt.

XV. NECKTIES: (15A, 15B, & 15C)

The vendor shall provide a clip-on necktie, with button holes. Color to match the uniform trousers – Dark Navy Blue. The necktie shall be a polyester/wool blend. The vendor shall provide the various necktie lengths – neckties 18” and 20” in length and shorter, the wide part of the necktie shall be 3” in width. Neckties 22” in length and longer, the wide part of the necktie shall be 3 1/2” in width.

POLICY TITLE: Insurance Requirements for Independent Contractors

ADOPTION DATE: August 29, 1989

EFFECTIVE DATE: September 1, 1989

FILING INSTRUCTIONS: _____

I. PURPOSE

To protect Washington County against liability, loss or expense due to damaged property, injury to or death of any person or persons and for care and loss of services arising in any way, out of, or in connection with or resulting from the work or service performed on behalf of Washington County.

II. ACTION

The following should be inserted in all Independent Contractor Contracts:

"The Contractor shall procure and maintain at his sole expense and until final acceptance of the work by the County, insurance as hereinafter enumerated in policies written by insurance companies admitted in the State of Maryland, have A.M. Best rating of A- or better or its equivalent, and acceptable to the County."

1. **Workers Compensation:** The Contractor agrees to comply with Workers Compensation laws of the State of Maryland and to maintain a Workers Compensation and Employers Liability Policy.

Minimum Limits Required:

Workers Compensation -	Statutory
Employers' Liability -	\$100,000 (Each Accident)
	\$500,000 (Disease - Policy Limit)
	\$100,000 (Disease - Each Employee)

2. **Comprehensive General Liability Insurance:** The Contractor shall provide Comprehensive General Liability including Products and Completed Operations.

Minimum Limits Required:

\$1,000,000 combined single limit for Bodily Injury and Property Damage.

Such insurance shall protect the County, its agents, elected and appointed officials, commission members and employees, and name Washington County on the policy as additional insured against liability, loss or expense due to damaged property (including loss of use), injury to or death of any person or persons and for care and loss of services arising in any way, out of, or in connection with or resulting from the work of service performed on behalf of Washington County.

2. **Comprehensive General Liability Insurance** (continued)

The Contractor is ultimately responsible that Subcontractors, if subcontracting is authorized, procure and maintain at their sole expense and until final acceptance of the work by the County, insurance as hereinafter enumerated in policies written by insurance companies admitted in the State of Maryland, have A.M. Best rating of A- or better or its equivalent, and acceptable to the County.

3. **Business Automobile Liability:** The Contractor shall provide Business Auto Liability including coverage for all leased, owned, non-owned and hired vehicles.

Minimum Limits Required:

\$1,000,000 combined single limit for Bodily Injury or Property Damage.

Certificate(s) of Insurance: The Contractor shall provide certificates of insurance requiring a 30 day notice of cancellation to the Insurance Department, Board of County Commissioners of Washington County prior to the start of the applicable project.

Approval of the insurance by the County shall not in any way relieve or decrease the liability of the Contractor. It is expressly understood that the County does not in any way represent that the specified limits of liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the Contractor.

All responsibility for payment of any sums resulting from any deductible provisions, corridor, or self-insured retention conditions of the policy or policies shall remain with the Contractor.

General Indemnity: The Contractor shall indemnify, defend and save harmless the Board of County Commissioners of Washington County, its appointed or elected officials, commission members, employees and agents for any and all suits, legal actions, administrative proceedings, claims, demands, damages, liabilities, interest, attorneys fees, costs and expenses of whatsoever kind of nature, whether arising before or after final acceptance and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any act, error or omission, fault or negligence whether active or passive by the Contractor, or any one acting under its direction, control or on its behalf in connection with or incident to its performance of the Contract.

Revision Date:	August 27, 1991
Effective Date:	August 27, 1991
Revision Date:	March 4, 1997
Effective Date:	March 4, 1997

**BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND
WASHINGTON COUNTY PURCHASING DEPARTMENT**

PROVISIONS FOR OTHER AGENCIES

All items, conditions and pricing shall be made available to the entities listed below if authorized by the Bidder. Authorization is to be indicated by a check mark in the appropriate column. A negative reply will not adversely affect consideration of the bid. Any jurisdiction using this contract shall place its own order with the successful Bidder(s). There is no obligation on the lead jurisdiction for agreements made with other jurisdictions.

<u>YES</u>	<u>NO</u>	<u>JURISDICTION</u>
_____	_____	WASHINGTON COUNTY PUBLIC SCHOOLS
_____	_____	WASHINGTON COUNTY HEALTH DEPARTMENT
_____	_____	OTHER WASHINGTON COUNTY MUNICIPALITIES
_____	_____	HAGERSTOWN COMMUNITY COLLEGE
_____	_____	CITY OF HAGERSTOWN
_____	_____	FREDERICK COUNTY COMMISSIONERS
_____	_____	OTHER FREDERICK COUNTY MUNICIPALITIES
_____	_____	ALLEGANY COUNTY COMMISSIONERS
_____	_____	BOARD OF EDUCATION OF ALLEGANY COUNTY
_____	_____	OTHER ALLEGANY COUNTY MUNICIPALITIES
_____	_____	ALLEGANY COMMUNITY COLLEGE
_____	_____	CITY OF FROSTBURG
_____	_____	CITY OF CUMBERLAND
_____	_____	GARRETT COUNTY - GENERAL SERVICES
_____	_____	BOARD OF EDUCATION OF GARRETT COUNTY
_____	_____	OTHER GARRETT COUNTY MUNICIPALITIES
_____	_____	GARRETT COUNTY COMMUNITY COLLEGE
_____	_____	WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE COMPANIES

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UNIFORMS FOR SHERIFF'S OFFICERS

SIGNATURE TO BIDS

NOTE: Bidders shall use this page as a cover page when submitting his/her bid.

Each bid must show the full business address and telephone number of the Bidder and be signed by the person legally authorized to sign contracts. All correspondence concerning the bid and contract, including notice of award, copy of contract and purchase order, will be mailed or delivered to the address shown on the bid in the absence of written instructions from the Bidder to the contrary. Bids by partnerships must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing, who shall also state the names of the individuals composing the partnership. Bids by corporations must be signed with the name of the corporation, followed by the signature and designation of the officer having authority to sign. When requested, satisfactory evidence of authority of the officer signing in behalf of the corporation shall be furnished. Anyone signing the bid as agent shall file satisfactory evidence of his/her authority to do so.

All documents, materials, or data developed as a result of this contract are the County's property. The County has the right to use and reproduce any documents, materials, and data, including confidential information, used in or developed as a result of this contract. The County may use this information for its own purposes or use it for reporting to Federal agencies. The Bidder warrants that it has title to or right of use of all documents, materials, or data used or developed in connection with this contract. The Bidder must keep confidential all documents, materials, and data prepared or developed by the Bidder or supplied by the County. All erasures and/or changes shall be initialed by the individual making modifications to the proposal.

BIDDER MUST SIGN HERE AND RETURN THIS PAGE AND THE PROPOSAL FORM IN ADDITION TO SUBMITTING ANY DOCUMENTS CALLED FOR BY THE GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS, SPECIFICATIONS, AND ANY OTHER DOCUMENTS HEREIN CONTAINED.

By signing here, Bidder does hereby attest that he/she has read fully the general conditions and instructions, specifications, and any other documents herein contained, and does understand them and will furnish and deliver all labor and materials in accordance with the specifications for the price as listed on the proposal form.

Bidder acknowledges receipt of Addenda by initialing the following:

Addendum No. 1 _____	Addendum No. 2 _____	Addendum No. 3 _____
Addendum No. 4 _____	Addendum No. 5 _____	Addendum No. 6 _____

AFFIRMATION REGARDING COLLUSION

I AFFIRM THAT:

Neither I nor, to the best of my knowledge, information, and belief, the below stated business has:

Signature to Bids

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Bidder's Name

- (a) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;
- (b) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the Bidder or Offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM:

Neither I nor, to the best of my knowledge, information, and belief, the below business (as is defined in Section 16-101 (b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies (as is defined in Section 16-101(f) of the State Finance and Procurement Article of the Annotated Code of Maryland), has been convicted of, or has had probation before judgment imposed pursuant to Criminal Procedure Article, Section 6-220 of the Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other State or federal law, **except as follows** (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

Bidder's Company/Firm: _____

Address: _____

Authorized Signature: _____

Name and Title Printed: _____

Telephone & Fax Number: _____ / _____

E-Mail Address: _____

Date: _____ Federal Employer's Identification No. _____

For Informational Purposes Only: Has your company/firm been certified by the State of Maryland as a Minority Business Enterprise? (Please check below)

_____ Yes _____ No

Signature to Bids

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Bidder's Name

FORM OF PROPOSAL

Bidder's Name

Item No.	Description / Written Unit Price	Unit	Est. Qty	Price Per Unit	Total Price
4	CLASS "B" SHORT SLEEVE SHIRTS (#6038-35386) _____ Dollars (written) _____ Cents per (written)	Ea.	100	\$ _____ (Figures)	\$ _____ (Figures)
5	PATROL JACKET (#48027) _____ Dollars (written) _____ Cents per (written)	Ea.	25	\$ _____ (Figures)	\$ _____ (Figures)
6	WINTER JACKET (#6120) _____ Dollars (written) _____ Cents per (written)	Ea.	15	\$ _____ (Figures)	\$ _____ (Figures)
7	PORT AUTHORITY LEGACY JACKET (#J764) _____ Dollars (written) _____ Cents per (written)	Ea.	15	\$ _____ (Figures)	\$ _____ (Figures)

Item No.	Description / Written Unit Price	Unit	Est. Qty	Price Per Unit	Total Price
12A	CLASS "C" SHORT SLEEVE SHIRTS (#5038-499) _____ Dollars (written) _____ Cents per (written)	Ea.	100	\$ _____ (Figures)	\$ _____ (Figures)
12B	CLASS "C" SHORT SLEEVE SHIRTS (#5038-499) _____ Dollars (written) _____ Cents per (written)	Ea.	100	\$ _____ (Figures)	\$ _____ (Figures)
13	CLASS "C" TROUSERS (#74003 TDU) _____ Dollars (written) _____ Cents per (written)	Ea.	25	\$ _____ (Figures)	\$ _____ (Figures)
14A	CLASS "C" LONG SLEEVE SHIRT (#72054) _____ Dollars (written) _____ Cents per (written)	Ea.	25	\$ _____ (Figures)	\$ _____ (Figures)

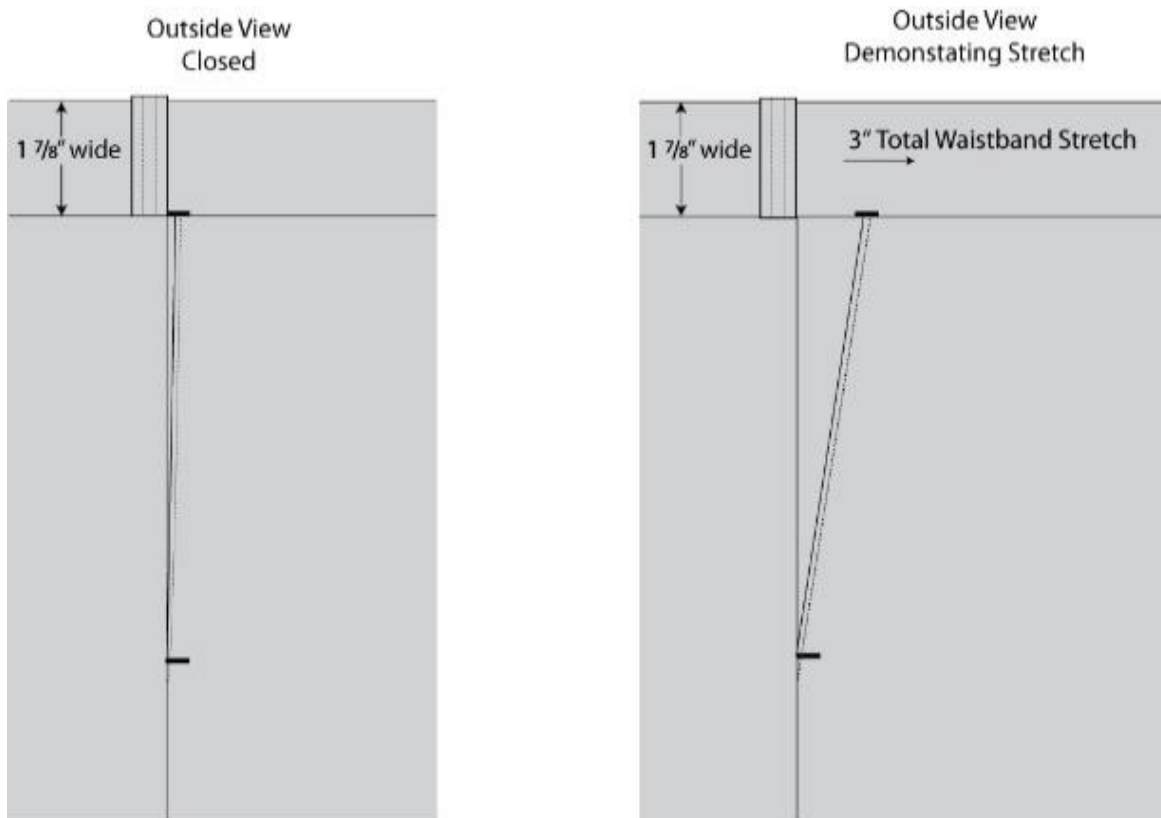
Item No.	Description / Written Unit Price	Unit	Est. Qty	Price Per Unit	Total Price
14B	CLASS "C" LONG SLEEVE SHIRT (#72054T) _____ Dollars (written) _____ Cents per (written)	Ea.	25	\$ _____ (Figures)	\$ _____ (Figures)
14C	CLASS "C" SHORT SLEEVE SHIRT (#72054) _____ Dollars (written) _____ Cents per (written)	Ea.	25	\$ _____ (Figures)	\$ _____ (Figures)
14D	CLASS "C" SHORT SLEEVE SHIRT (#72054T) _____ Dollars (written) _____ Cents per (written)	Ea.	25	\$ _____ (Figures)	\$ _____ (Figures)
15A	NECKTIES – 18" LENGTH AND SHORTER _____ Dollars (written) _____ Cents per (written)	Ea.	25	\$ _____ (Figures)	\$ _____ (Figures)

Item No.	Description / Written Unit Price	Unit	Est. Qty	Price Per Unit	Total Price
15B	NECKTIES – 20” LENGTH AND SHORTER ____ Dollars (written) ____ Cents per (written)	Ea.	25	\$____ (Figures)	\$____ (Figures)
15C	NECKTIES – 22” LENGTH AND LONGER ____ Dollars (written) ____ Cents per (written)	Ea.	25	\$____ (Figures)	\$____ (Figures)
TOTAL SUM BID (GRAND TOTAL OF ITEMS 1 through 15C) ____ Dollars (written) ____ Cents (written)				\$____ (Figures)	

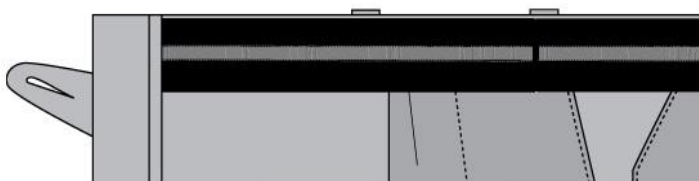
REMARKS/EXCEPTIONS:

D. FREEDOM-FLEX WAISTBAND SYSTEM:

a.



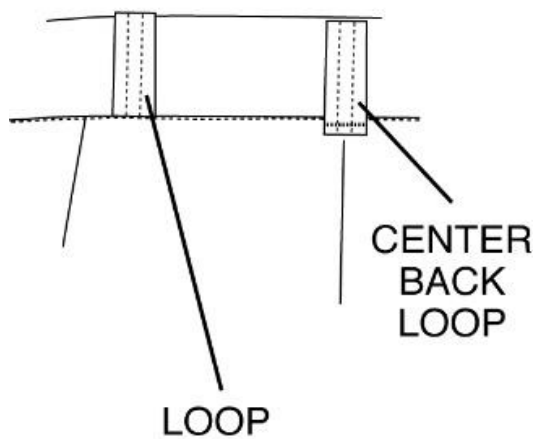
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E. BELT LOOPS:

a.

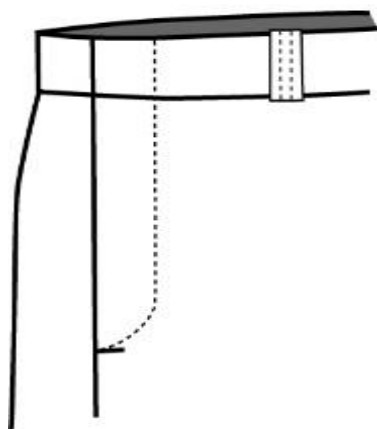
BELT LOOP



F. FLY:

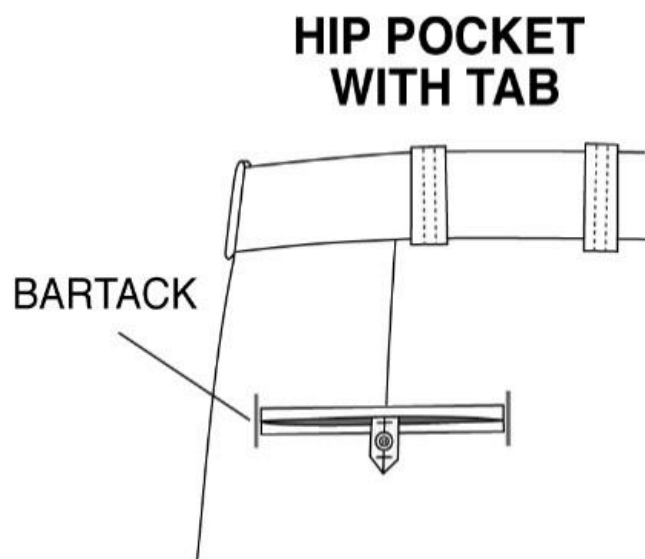
a.

"J" STITCH



G. POCKETS:

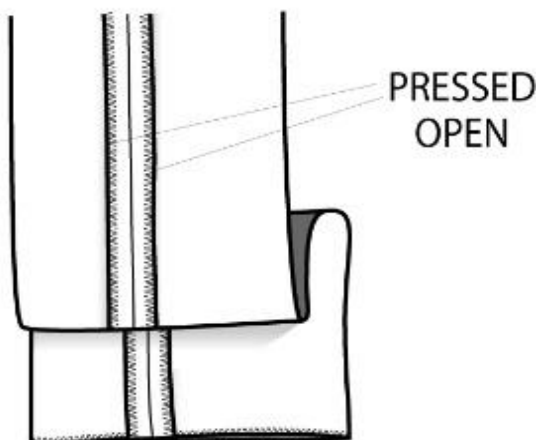
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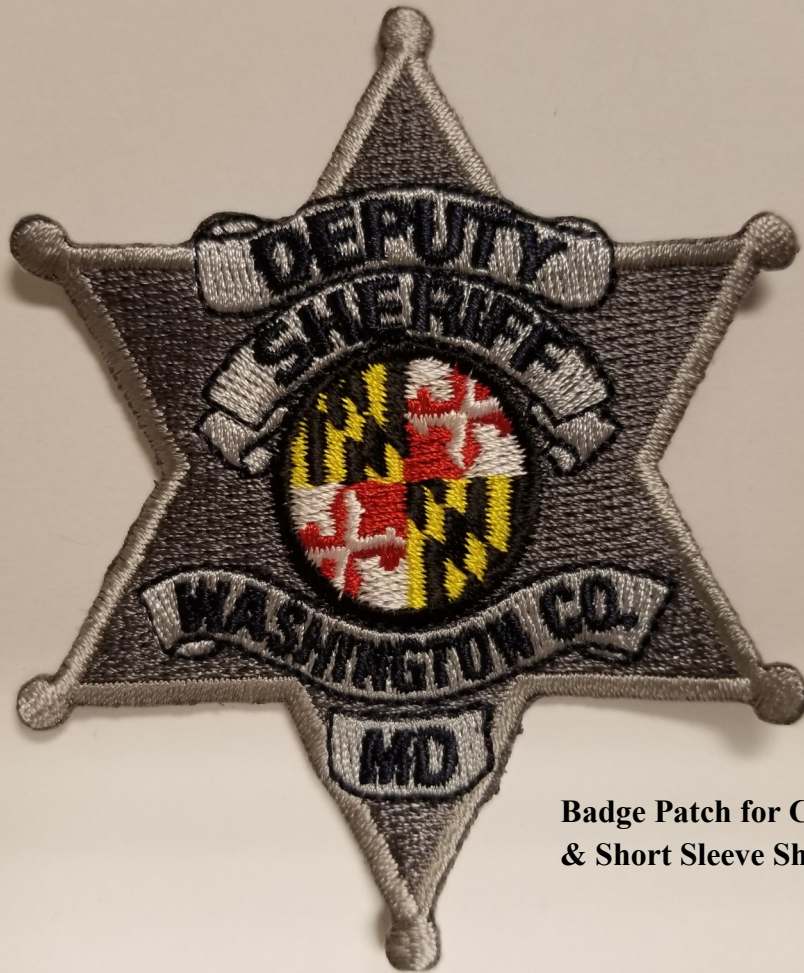
J. STITCHING, PRESSING & FINISHING:

a.

**SERGED
INSEAM/OUTSEAM
(INSIDE VIEW)**



Washington County Sheriff's Office Badge Patch



**Badge Patch for Class "C" BDU Long
& Short Sleeve Shirts.**

Washington County Sheriff's Office Cadet Patch



To be sewn a half inch under the Patrol Division Emblem.

Washington County Sheriff's Office Chevrons



Deputy First Class

Sheriff's Office Chevrons Continuing



Corporal

Sheriff's Office Chevrons Continuing



Sergeant





Class "A" Blouse With Gold Striping

Sheriff, Colonel & Major - Command Staff Emblems

Captain & Lieutenant - Patrol Division Emblems

Sheriff & Colonel - Four (4) Gold Stripes

Major - Three (3) Gold Stripes

Captain - Two (2) Gold Stripes

Lieutenant - One (1) Gold Stripe



Class "A" Blouse With Gold Striping

Sheriff, Colonel & Major - Command Staff Emblems

Captain & Lieutenant - Patrol Division Emblems

Sheriff & Colonel - Four (4) Gold Stripes

Major - Three (3) Gold Stripes

Captain - Two (2) Gold Stripes

Lieutenant - One (1) Gold Stripe

Class “A” Blouse Gold Continuing



Example: Major Blouse - 3 Gold Stripes



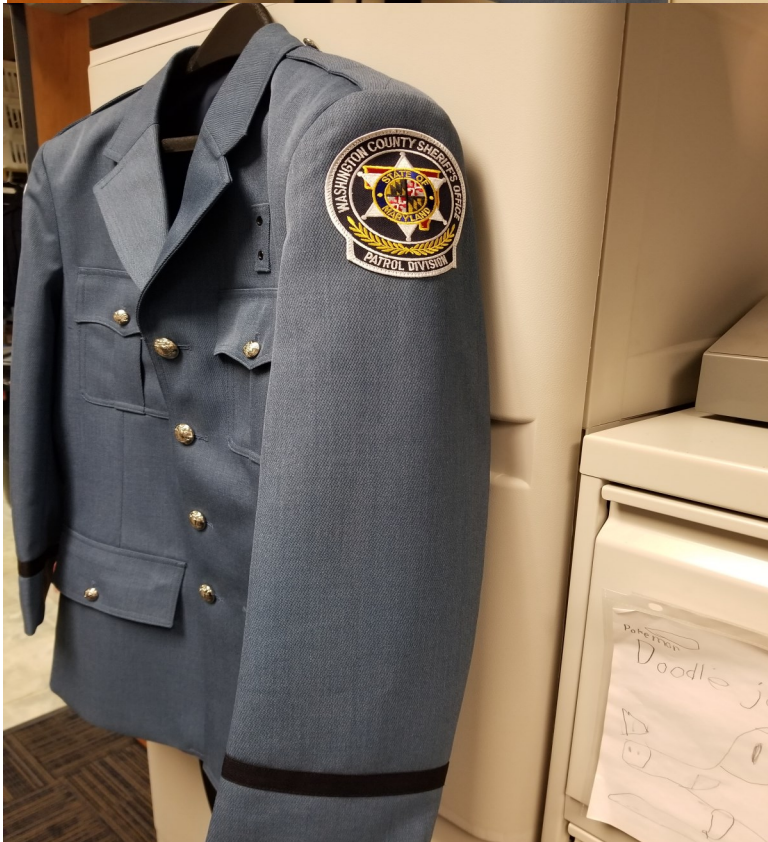
Class “A” Button

Class “A” Blouse With Dark Navy Blue Striping



Deputy, Deputy First Class, Corporal & Sergeant - Patrol Division Emblems, Rank (sewn on - not shown in pics) & One (1) Dark Navy Blue Stripe

Picture Examples show the Patrol Division Class “A” Blouse for the above mentioned ranks.



Detention Division

Class "C" Badge emblem



RE-663569P



PO#RE-663569P

4 1/4" H X 3 7/8" W

75% embroidery coverage



RE-629882P

PO#RE-629882P

2 1/2" H X 3" W

50% embroidery coverage

Detention Division
Deputy First Class
Chevron



Detention Division
Deputy First Class
Chevron



Detention Division
Emblem for Shirt Sleeves,
Winter Jacket Sleeves and
Legacy Jacket Front



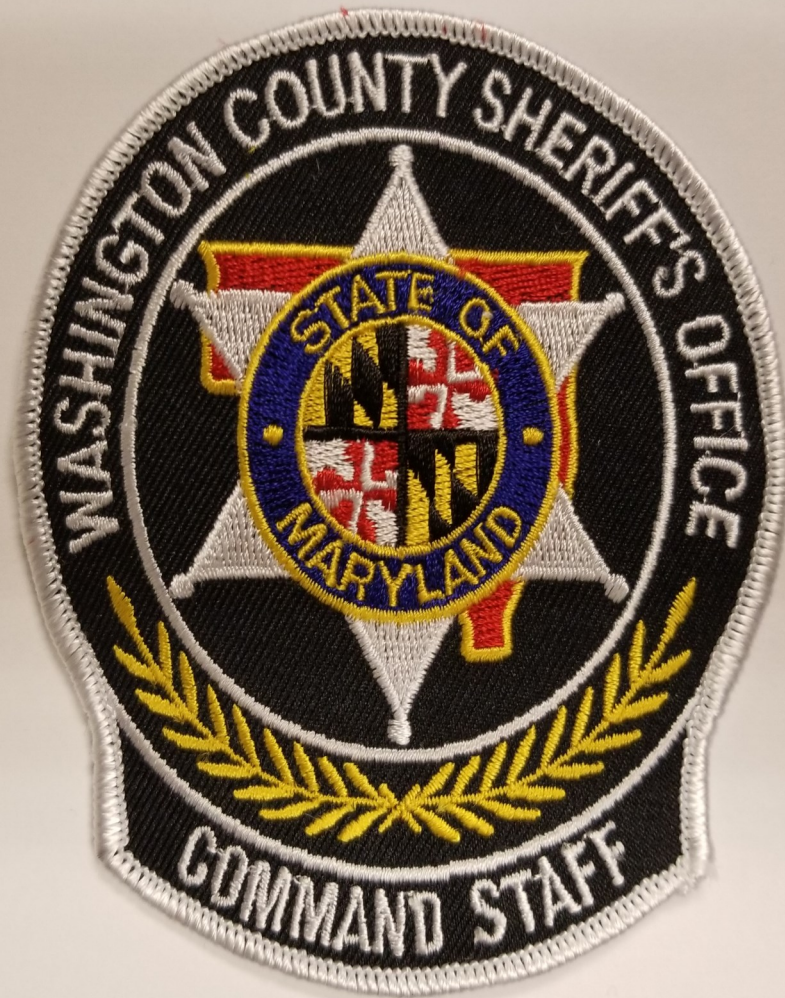
Detention Division

Sergeant

Chevron



Washington County Sheriff's Office Emblems



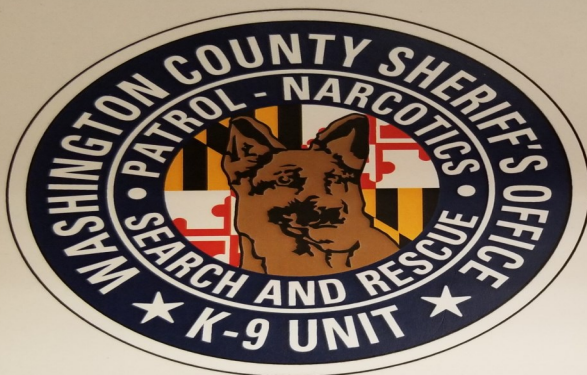
Sheriff's Office Emblems Continuing



Sheriff's Office Emblems Continuing



Sketch#: Q198478 Item#: es2201038 Type: Embro. Emblem



NO TRAVEL STITCHES

Note: It is your responsibility to carefully inspect this proof for errors and/or omissions in spelling, design, or color. Once approved, client accepts responsibility for content and copy. Colors as shown are approximate and will differ on each computer monitor. Please refer to color charts for actual colors. For emblems/patches with matching fabric and border colors, the thin white line represents the separation between the fabric and the border. It will not be stitched.

GALLS
The Authority in Public Safety Equipment and Apparel

Date: 09/17/13

Size: 3.75 Circle

Thread (th) / Ink (in):

#28 White(th)

#16 Black(th)

#5689 tan(th)

#32 Red(th)

#42 Dk Gold(th)

APPROVED BY
CSR:
CUSTOMER:
QUANTITY NEEDED:
FAX BACK TO CSR

Fabric Color:
102 Navy

Border Color:
#28 White(th)

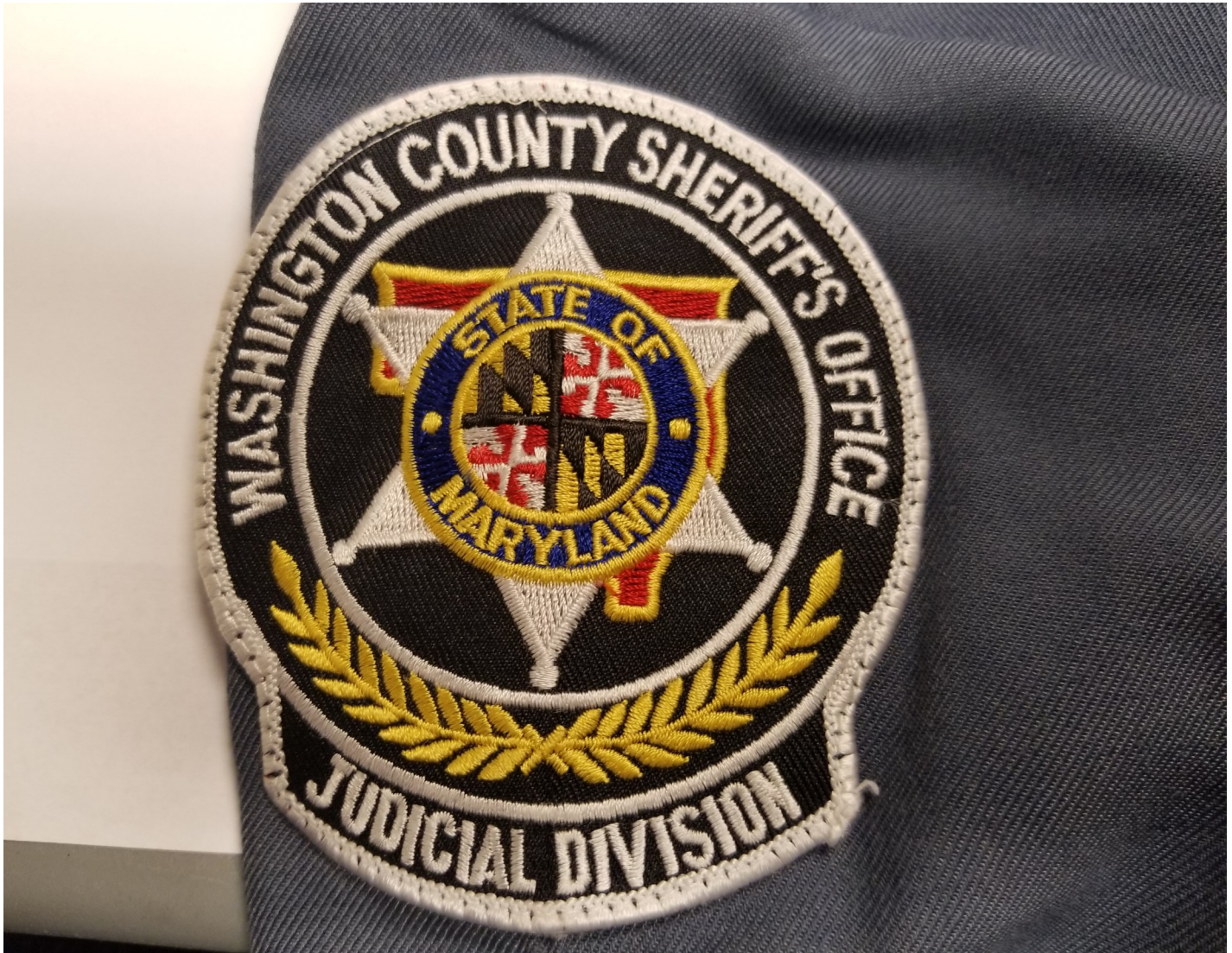
ML-mj

Washington County Sheriff's Office Embroidered Badge



**Embroidered on Class C
BDU Long & Short Sleeve
Shirts, designated for K-9
personnel only.**

Washington County Sheriff's Office Judicial Division



Judicial Division Emblem

Date: 09/17/13

Size: 3.75 Circle

Thread (th) / Ink (in):

#28 White(th)

#16 Black(th)

#5689 tan(th)

#32 Red(th)

#42 Dk Gold(th)



APPROVED BY

CSR:

CUSTOMER:

QUANTITY NEEDED:

FAX BACK TO CSR

Fabric Color:

102 Navy



Border Color:

#28 White(th)

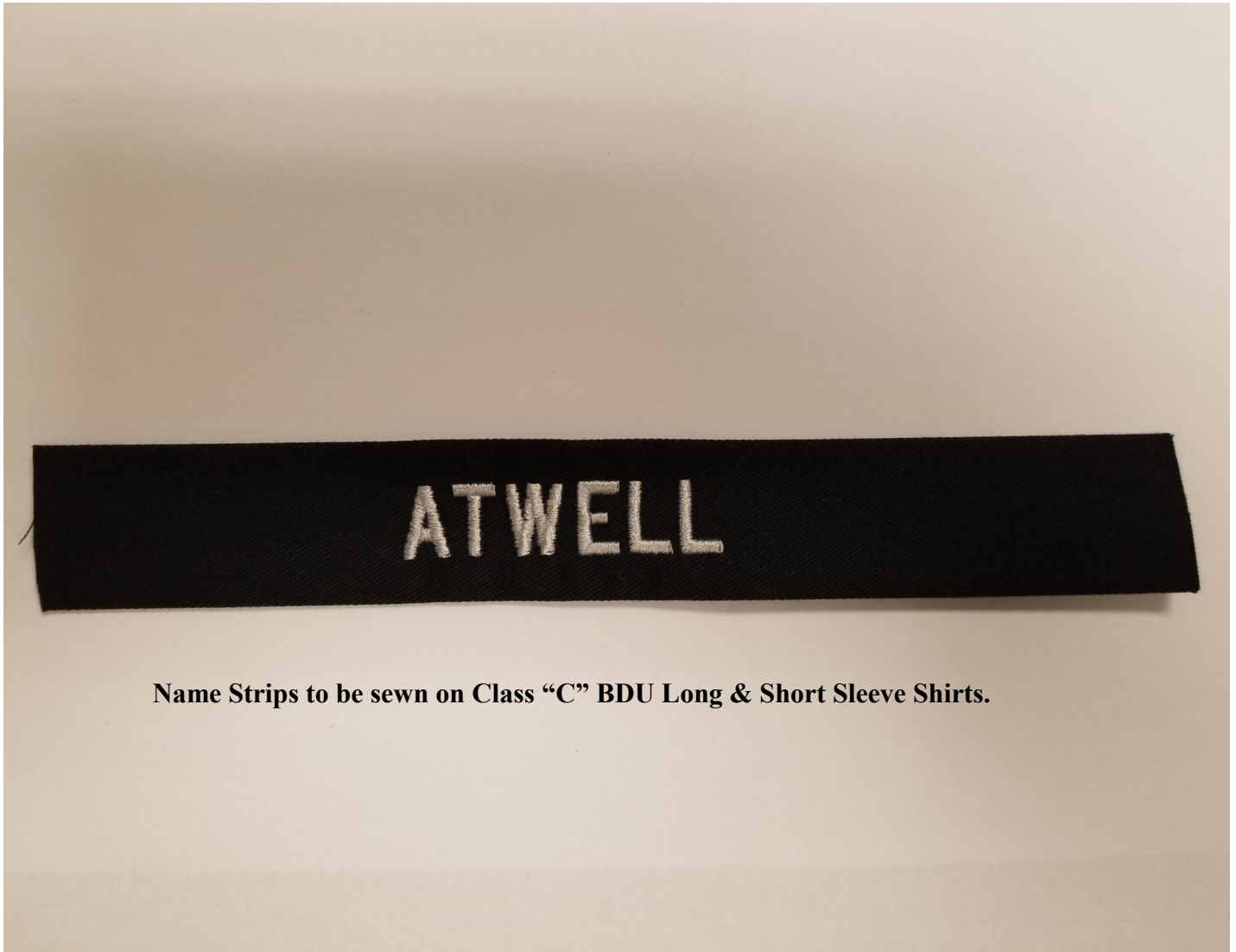


NO TRAVEL STITCHES

Note: It is your responsibility to carefully inspect this proof for errors and/or omissions in spelling, design, or color. Once approved, client accepts responsibility for content and copy. Colors as shown are approximate and will differ on each computer monitor. Please refer to color charts for actual colors. For emblems/patches with matching fabric and border colors, the thin white line represents the separation between the fabric and the border. It will not be stitched.

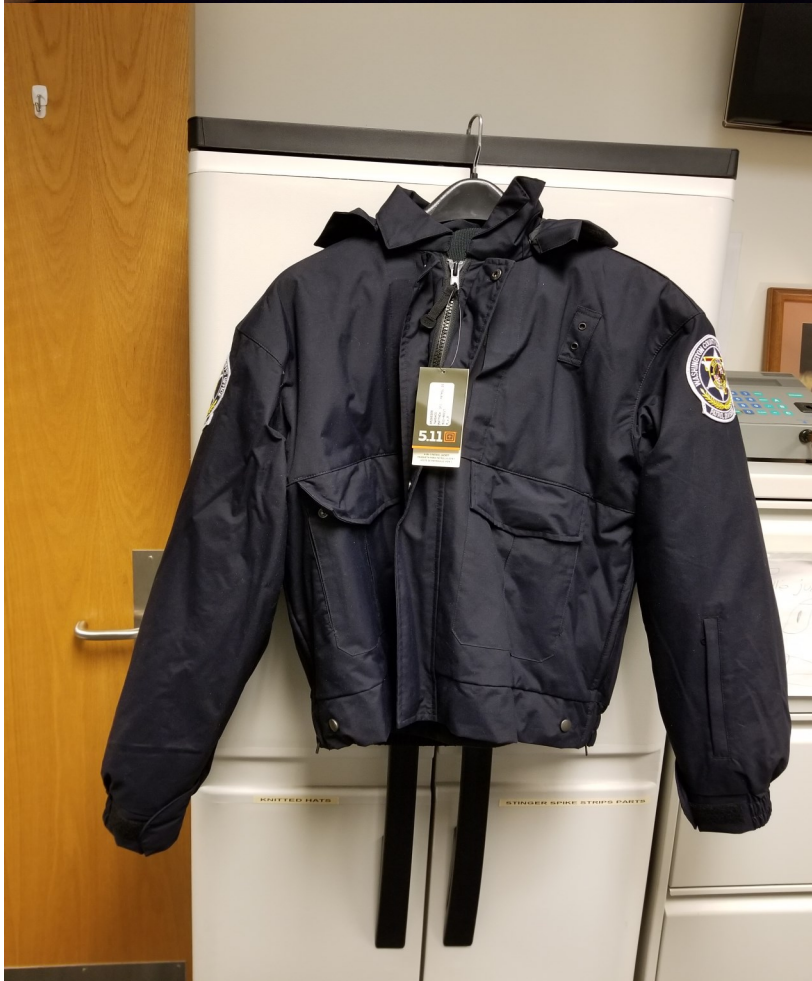
ML-mj

Washington County Sheriff's Office Sewn Name Strips



Name Strips to be sewn on Class "C" BDU Long & Short Sleeve Shirts.

Washington County Sheriff's Office Patrol Jacket

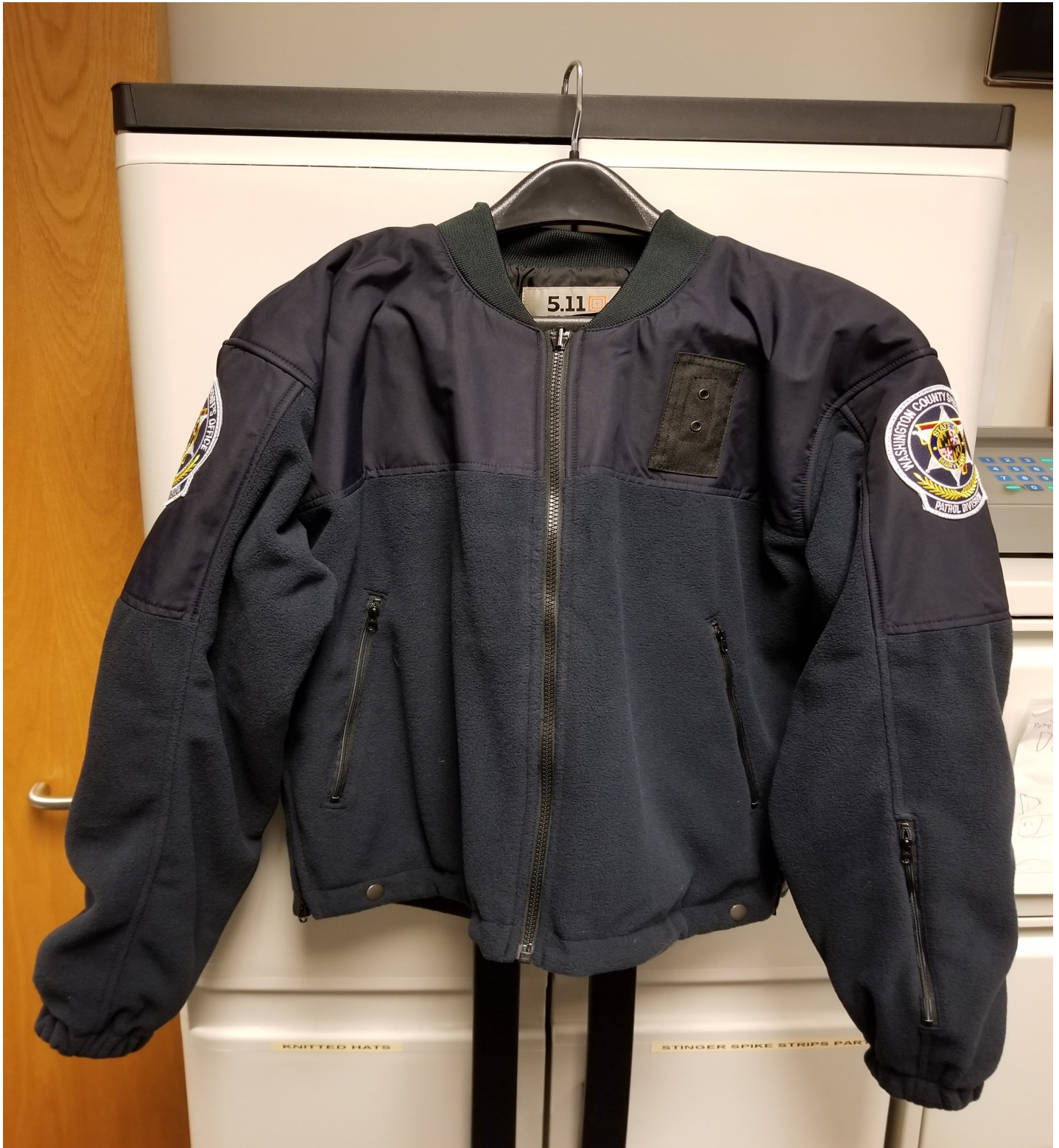


**5.11 4-in-1 Patrol Jacket w/
removable liner, Style# 48027**

**Four (4) Patrol Division Emblems
is sewn on this jacket, two (2) on
outer shell and two (two) on re-
movable liner.**

**Two badge holders, one on the
outer shell and one on the remov-
able liner.**

Sheriff's Office Patrol Jacket Continuing



**Removable Liner with two (2) Patrol Division Emblems
and Badge holder.**