

REQUEST FOR PROPOSAL

RFP # FY2026-002

Issue Date: **April 8, 2025**

Title: **Uniforms / Footwear**

Issuing Body: **Kanawha County Emergency Ambulance Authority
601 Brooks Street
Charleston, WV 25321
Tel - (304) 345-2312**

Using Agency/Location: **KCEAA
601 Brooks Street
Charleston, WV 25301**

Period of Contract: From July 1, 2025 through June 30, 2026.

Sealed proposals will be received until 09:00 a.m. on Friday, April 25, 2025. They will be open and read aloud in public on Friday, April 25, 2025 at 11:00 a.m.

All inquiries for proposal procedures and/or information should be directed to:

**Jason Wilson, Project Manager
(304) 345-2312 – Ext. 1148**

All proposals are to be delivered to the issuing public body at the following address:

**KCEAA
601 Brooks Street
Charleston, WV 25321
Tel - (304) 345-2312**

1.0 In compliance to the RFP and to all the conditions contained herein, the undersigned offers and agrees to furnish the goods / services in accordance with the attached signed proposals or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm:

_____ Date: _____

_____ By: _____

_____ Title: _____

Phone: _____ FEIN #: _____

Email Address: _____

Signature: _____

2.0 General Instructions

It is necessary for vendors to read instructions contained herein, to understand exactly how to submit a proposal, what must accompany the proposal, and what the vendor obligates themselves for by submitting the proposal. Failure to carefully read and understand the instruction and proposal specifications may either cause the proposal not to be considered or accepted by Kanawha County Emergency Ambulance Authority hereinafter referred to as KCEAA, or cause the vendor to obligate himself to more than he realizes.

Hold Harmless

Any of error submitting a proposal agrees that the decisions of Kanawha County Emergency Ambulance Authority are final and shall hold harmless KCEAA, its directors, employees, consultants, and other involved in the design, and selection of the system, and the successful vendor(s) of this proposal. The submission of a proposal indicates acceptance of these conditions.

2.1 PREPARATION OF PROPOSALS

- 2.1.1 All information requested of the vendor shall be entered in the appropriate space on the attached forms. Failure to do so may disqualify the proposal.
- 2.1.2 All information shall be entered in ink or typewritten. Mistakes may be crossed out and correction inserted before submission of your proposal. Correction shall be initialed in ink by the person signing the proposal.
- 2.1.3 The Price Quotation Form contained in Section II shall be signed by an authorized officer or employee of the proposer of the Vice-Presidential level or higher.
- 2.1.4 Proposals must be submitted by the date and at or prior to the time specified to be considered. No late proposals, telegraphic, facsimile, or telephone proposals will be accepted.
- 2.1.5 Correction and/or modifications received after the closing time specified will not be accepted.
- 2.1.6 Completed proposals shall be submitted no later than 09:00 a.m. on Friday, April 25, 2025.

Proposals received after this time will be returned. Proposals will be opened at 601 Brooks Street, Charleston, WV and read aloud.
- 2.1.7 The vendor shall respond to this RFP with one (1) original and one (1) copies of the quotation and shall mark the submission as such. The copies may be of the Xerographic type. Additionally, all pricing shall be placed on the pricing sheet and placed on an external "thumb" drive.
- 2.1.8 The envelope containing the proposal must be plainly marked "Uniform/Footwear Bid" with the following information to wit:
 - (1) Name of Project and Sealed Proposal Number: i.e. Uniform/Footwear Bid, RFP FY2026-002
 - (2) Name of Contractor
 - (3) Contractor's Address
- 2.1.9 Only signed pricing submitted on forms furnished by KCEAA will be considered and the offer or will be assumed to have familiarized themselves with all of the requirements of the request. To ensure consideration, all blank spaces in the Proposal Pricing Form must be

filled in correctly and the amounts written legibly. Any unauthorized changes in, or additions to, the Proposal Form will be considered sufficient grounds for rejection.

- 2.1.10 KCEAA may, in response to formal or informal questions from vendors, amend this document by means of an addendum. Each addendum shall be numbered and the addendum shall be held as an integral part of the original document.
- 2.1.11 The vendor shall acknowledge receipt of all documents and addendum in their response, and quotations shall be firm for three hundred sixty-five (365) days, one year, beginning on July 1, 2025.
- 2.1.12 Proposers shall submit a detailed item-by-item response to each numbered item of this RFP. If no specific response is required to an item, indicate understanding and compliance by entering "Comply" alongside the item number in the detailed response. For those items requiring responses indicate page and paragraph where the response can be found. For those items that do not apply indicate "NA". This detailed response to each numbered item shall be separate section in the proposal and identified as "Item By Item Responses". Omission of this section may be basis for rejection of the proposal.
- 2.1.13 Time of delivery shall be stated as the number of calendar days following receipt of the order by the vendor to receipt of the goods or services by KCEAA.
- 2.1.14 Time of delivery will be a consideration in the award. It is preferred that items within this bid be delivered within 15 calendar days from the day the order is placed. Any orders beyond 15 calendar days from day of the original order could result in discounts in items not being delivered. Vendors shall list items within the bid that regularly can't be delivered within a 15-calendar day period. Those items shall be exempt from discount penalties.
- 2.1.15 **Deviations and Exceptions**
If the proposer takes any exceptions to the specifications or deviates from the requirement, then proposer shall fully state such deviations or exceptions and the reasons for doing so. In addition, a complete explanation of the results of such changes shall be included as a part of the quotation on a special page entitled: "Deviations or Exceptions to Quote" and attached to the Proposal Response Form.
- 2.1.16 **Anti-Discrimination**
By submitting their bids or proposals, Bidders or Offerors certify to KCEAA that they will conform to the provisions of the Federal Civil Rights Act of 1964, the Americans With Disabilities Act, of 1990 as amended, as well as the West Virginia Fair Employment Act, as amended, where applicable.
- 2.1.17 **Immigration Reform and Control Act of 1986**
By signing this proposal, the offeror certifies that it does not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

2.2 SPECIFICATIONS

- 2.2.1 These specifications are not intentionally written around any one manufacturer and are for the purpose of indicating general size, type, and description of the equipment needed.
- 2.2.2 Any responsible proposer who considers these specifications to be of a non-competitive nature should immediately contact the Kanawha County Emergency Ambulance Authority.
- 2.2.3 KCEAA reserves the right to approve as an equal, or to reject as not being equal, any item the proposer proposes to furnish which contains minor variations from specification

requirements but may comply substantially therewith. Items exceeding specifications will be considered as meeting specifications.

2.2.4 The proposer 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 specification.

2.2.5 Changes to the proposal specifications are not valid unless authorized in writing by the Kanawha County Emergency Ambulance Authority.

2.2.6 Should the vendor observe any discrepancy, ambiguity, omission, or be in doubt as to the intention and meaning of any portion of the specifications, should report such to KCEAA.

2.2.7 Brand Names:

2.2.7.1 Articles made and/or manufactured in the United States will be given priority consideration. Those items shall be identified with an asterisk on the **Uniform Unit Pricing Proposal Form**. If additional pricing forms are needed, copies can be made to show other brands and pricing.

2.2.7.2 Brand names and numbers, when used, are for reference to indicate the character or quality desired. Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict proposers to the specific brand, make or manufacturer named, but conveys the general style, type character, and quality of the article desired.

2.2.7.3 Equal items will be considered provided your offer clearly describes the article. Offers for equal items shall state the brand and number or level of quality. The determination of KCEAA as to what items are equal shall be final and conclusive.

2.2.7.4 When brand, number, or level of quality is not stated by the proposer, it is understood the offer is exactly as specified.

2.3 PRICING INSTRUCTIONS

2.3.1 Prices will be considered as Net if no cash discount is shown.

2.3.2 The KCEAA is a tax-exempt organization. Certificates will be furnished upon request.

2.3.3 A price breakdown by item shall be supplied. Unit prices shall be submitted on the Pricing Form. Quantities shown in the specifications are estimates and are made in good faith on the part of the KCEAA.

2.4 CRITERIA OF AWARD

2.4.1 The Unit Pricing Proposal Form, must be completely answered in order for the proposer to be considered for award. Proposers are encouraged to submit additional information which they feel might be useful to KCEAA in evaluating proposals, however, KCEAA reserves the right to reject or accept for consideration, during evaluation of proposals, any additional information the proposer submits and may reject or accept minor variations when evaluating proposals. Proposal package completeness will be considered in the evaluation of the proposals.

2.4.2 KCEAA reserves the right: (1) to award proposals received on the basis of individual items, or groups of items or on the entire list of items; (2) reject any or all proposals, or any part thereof; (3) to waive any informality in the proposals, and: (4) to accept the proposal that is in the best interest of KCEAA. KCEAA's decision shall be final.

3.0 **Item Descriptions**

3.1 **Ball Cap**

3.1.1 Ball cap shall be dark navy blue in color of mid-profile, manufactured with a Velcro closure, shall be constructed of 96% cotton and 4% spandex material or equivalent covering front and back portion of cap. Monogramming shall have an embroidering of a white or gold color text "Kanawha County EMS". Winner shall inquire about layout upon award.

Pricing on quantity ordered:

50-100_____ 101-250_____ 251-500_____ 501-800_____

3.1.2 Ball cap shall be dark navy blue in color of mid-profile, manufactured as "flex fit" or fitted size, shall be constructed of 96% cotton and 4% spandex material or equivalent covering front and back portion of cap. Monogramming shall have a embroidering of a white or gold color text "Kanawha County EMS". Winner shall inquire about layout upon award.

Pricing on quantity ordered:

50-100_____ 101-250_____ 251-500_____ 501-800_____

3.2 **Patches**

4" Patch

Shall be multi-colored patch measuring 4" round, to be applied by sewing machine versus heat seal. Approximately eight (8) colors are used to construct patch. Patch artwork available on request.

Pricing on quantity ordered:

100-500_____ 501-2000_____ 2001-2500_____ 2501-5000_____

3" Patch

Shall be multi-colored patch measuring 3" round, to be applied by sewing machine versus heat seal. Approximately eight (8) colors are used to construct patch. Patch artwork available on request.

Pricing on quantity ordered:

100-500_____ 501-2000_____ 2001-2500_____ 2501-5000_____

3.3 **Pants**

3.3.1 **EMS Style**

Shall be dark navy blue, black and coyote in color, manufactured from a uniform trouser pattern. 5.11, Proper, Elbeco, First Tactical or equivalent. Some common pants are in the price sheet, other brands are allowed within these specifications. Due to multiple style and options we request a standard discount on non-disclosed. Pant sizes will be as follows:

Male: Size - 28 to 60 with 3/4" wide Ban-Rol around entire waistband, unhemmed, graduated length.

Female: Size - 2 to 24 with 3/4" wide Ban-Rol around entire waistband, unhemmed, short, regular and long.

3.3.2 **Straight leg**

Optional pant as described above except without thigh pockets.

3.4 **Uniform Shirts**

Shall be light blue in color, 65/35 blend, button up front with hidden zipper, button flap pockets w/ velcro, pencil slot, button epaulets, long tail, short sleeve, owner will have option to purchase without zipper front. Flying Cross, Tru-Spec, Elbeco, or equivalent.

Male: Neck sizes 14 - 22½

Female: Bust sizes 4 – 20

3.5 **Squad Suit / Jumpsuit**

Shall be dark navy blue in color, short sleeve shall be offered, standard weight (6.5 oz), 65/35 blend, pleated back and elastic waist, zipper, adjustable belt closure, two breast pockets w/ zippers and pencil slot in left breast pocket, one rear patch pocket on rear, reinforced knees, zippered leg pockets w/ adjustable snaps and six thread safety stitching.

** With the following modifications:

3.5.1 1" silver Scotchlite trim to be sewn in the following locations:

- I. 1/2" above the front zippered pockets to be sewn on in such a manner as to be a continuation of the pockets angle on the horizontal and vertical.
- II. 1.25" up from the finished edge of the sleeve.
- III. On each leg adjacent to the bottom of the knee reinforcement.
- IV. Across back from arm pit to arm pit

3.5.2 One (1) additional male snap added to leg bottom along with brass zipper closure

3.5.3 Name and Rank Monogrammed 4" above right breast pocket in Block Letters.

- I. White for EMT, Paramedic and RN
- II. Gold for Chief and Captain with optional embroidered "bars" on collar.

3.5.4 7" x 8" bellowed pocket with zipper, additional pockets (two) on this pocket 2"x6" equipment pockets with 3/4"x3" fabric tabs to hold equipment in pockets, these will have Velcro fasteners.

Sizes:

Male: Sizes 32 – 52 in short, regular, tall and extra tall lengths. May also be custom fit.

Female: Sizes 2 - 26 and short, regular, and tall lengths. May also be custom fit.

3.7 **Belt**

3.7.1 Leather, basket weave

3.7.2 Nylon
Rescue type, w/ hook and loop closure. S - 6XL

3.8 **Footwear** – *Standard Men and Women sizes including ½" sizes should be available.*

3.8.1 *Shoe, Waterproof Boots, Ankle Boots, Insulated boots*

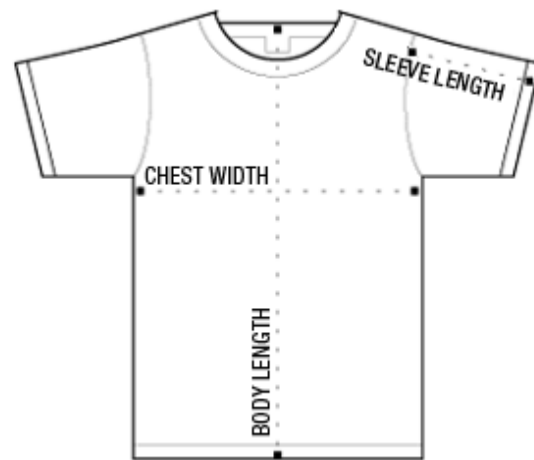
Black, oil & slip resistant soles (Instructions outlined in 3.8.2)

- 3.8.2 KCEAA is requesting a standard discount on all footwear. Because of the diverse comfort levels of our employees, many different manufactures may be utilized. This will be employee choice as long as it is black and oil and slip resistant.

3.9 Undergarments

3.9.1 T-Shirt

Shall be dark navy or white in color, short sleeve (sleeve length approx. 6 inches), 50/50 blend, KCEAA emblem screen print over left breast in white, on dark navy and dark navy, on white, unisex sizing (S - 6XL).



3.9.2 Seasonal Under Shirts and Pants

Shall be dark navy or white in color, short sleeves and long sleeves unisex sizing (S-5XL). Long Sleeves should be used for winter months and short sleeves should be used in summer months. No embroidery or screen print required. Under Armor or equivalent.

3.10 Polo Shirt

3.10.1 Field - Tru Spec 24/7 and /or First Tactical in academy blue and/or Proper ICE and uniform polo and /or 5.11 in Cobalt blue, male and female sizing, with embroidered logo on left breast, name and rank on right breast in white for Rank: EMT-B, Paramedic, RN and in gold for rank of Lieutenant.

3.10.2 Supervisor - Tru Spec 24-7, Tru Spec performance pro, Proper ICE and uniform polo and /or First Tactical white in color, male and female sizing, with embroidered logo on left breast, name and rank on right breast in navy blue. (Rank: Chief, Captain)

3.10.3 Office - Tru Spec 24/7, Tru Spec performance pro, Proper ICE and uniform and/or First Tactical polo dark navy in color, male and female sizing, and embroidered logo on left breast with department under logo, name on right breast in gold. (Department: Logistics, Education, IT, etc.)

3.10.4 Community Paramedic – Core 356 Red/CRBN in color, male and female sizing, and embroidered logo on left breast, name and rank on right breast in white, CP insignia on left sleeve. (Rank: Community Paramedic, Nurse Practitioner, etc.)

3.11 Metal Name Tags

Options shall be silver or gold measuring approximately 2-3/8" x 1/2" in size with military style clutch pin fasteners and rounded edges. An optional fastener may be magnetic as long as the magnet is the same size as the name tag. The name tag color will be specified upon ordering. The tags shall be engraved with 2 lines of normal block lettering and black coloring of text.

Line 1: Name or Name and rank (estimated average = 16-20 characters)

Line 2: Rank or position (estimated average = 10-14 characters)

Example of common ranks used: Supervisor, Paramedic, RN, EMT-B

3.12 Lightweight Rain Jacket

Shall be black (or navy) in color and constructed of 100% nylon, with a hidden mesh ventilation in back, drawstring waist and water resistant. Unisex sizing (S - 5XL). KCEAA EMS screen print in silver reflective on back. Screen-print patch on left breast. (KCEAA has not made a decision on this garment yet, we are searching for ideas)

3.13 Rain Gear (Frogg Toggs, 5.11 or equivalent)

Shall be Navy in color with top jacket and pants. S-Largest Size Made

3.14 Highway Safety Vests w/short sleeves (Class 3 Level 2, ANSI/ISEA 107-2010) NO DEVIATIONS

Shall be lime green with reflective striping and "Kanawha County EMS" on the back top panel in 5" reflective silver letters. Unisex sizing (S-6XL). Example: Visibility Enhanced Apparel Style #504-L

3.15 Highway Safety Vest (Class 2, ANSI)

Shall be lime green with reflective striping and "Kanawha County EMS" on the back top panel in 5" reflective silver letter. Unisex sizing (S-6XL)

3.16 Gloves

Kevlar cut protection with Neoprene to keep hands warm and allow for easy drying. Textured leather or synthetic leather for non-slip grip and Velcro wrist closures. Gloves should be designed for lifting in an EMS setting.

3.17 Uniform Rental Services (Optional)

Uniform rental services may be an optional service for employees if offered by a vendor. Rental services shall include cleaning, repairs, tailoring and delivery charges in weekly fees.

3.18 Job Shirt

3.21.1 Field: 5.11, Propper and/or Carhartt: Navy in color, male and female sizing, with embroidered logo on left breast, name and rank on right breast in white. (Rank: EMT-B, Paramedic, RN)

3.21.2 Supervisor: 5.11, Propper and/or Carhartt: Navy in color, male and female sizing, with embroidered logo on left breast, name and rank on right breast in gold. (Rank: Chief, Captain)

3.21.3 Community Paramedic: 5.11, Propper and/or Carhartt: Heather Grey in color, male and female sizing, with embroidered logo on left breast, name and rank on right breast in red and CP logo on right shoulder (Rank: Community Paramedic)

3.19 Toboggan, beanie or watch cap

3.19.1 Various styles of toboggan, beanie or watch cap dark navy blue in color.

Vendor to embroidery "KCEAA" on front in white block lettering. (Sample provided on request)

3.20 Ear band

Ear band in dark navy blue.

Vendor to embroidery "KCEAA" on front in white block lettering. (Sample provided on request)

3.21 4-in-1 All-weather Parka

3.21.1 5.11 4-in-1 Prato Jacket Style # 48359

3.21.2 Dark navy in color

3.21.3 Vendor shall provide a run of sizes within 10 days to insure proper fit if necessary

3.21.4 Right and left "sleeve patch" consisting of KCEAA patch sewed to the center of each sleeve of the exterior shell.

3.21.5 KCEAA embroidered patch on the left chest of the inner fleece

