

REQUEST FOR PROPOSALS
FOR
SHERIFF'S OFFICE UNIFORMS, EQUIPMENT, and ACCESSORIES

Issued by:
GREENLEE COUNTY SHERIFF'S OFFICE
824 S CORONADO BOULEVARD
CLIFTON, ARIZONA 85533

DATE
September 18, 2025



Greenlee County Sheriff's Office
Sheriff Eric Ellison

TABLE OF CONTENTS

SECTION I	Call for Bids
SECTION II	General Conditions
SECTION III	Acknowledgment and Intent to Bid Form
SECTION IV	Scope of Work
SECTION V	Uniform Pricing Sheet

SECTION I CALL FOR BIDS

Sealed bids will be received in the office of the Clerk of the Board of Supervisors, 253 5th Street, Clifton, Arizona, until 5:00 p.m. on October 15th, 2025. No bids will be accepted after.

Each proposal submitted, either by hand, U.S. Postal Service, or other carrier, shall be sealed and plainly marked "**SHERIFF'S OFFICE UNIFORMS, EQUIPMENT, and ACCESSORIES**". Greenlee County will not be responsible for those bids submitted that are not marked appropriately and/or sent to the wrong address.

Bids will be opened on October 16th, 2025, at 1:00 P.M. and presented to the Board of Supervisors at the next scheduled meeting.

Greenlee County reserves the right to reject any or all bids, to waive formalities, and to accept the bid deemed to be in the best interest of Greenlee County.

SECTIONS II GENERAL CONDITIONS

BIDDERS ARE HEREBY NOTIFIED:

Greenlee County is soliciting a Request for Proposal (RFP) to establish a uniform purchase program for current and new hire uniformed representatives of the Greenlee County Sheriff's Office. The purpose of this program is to maximize the buying power of the agency and to ensure consistent uniform standards are maintained. A uniform allowance will be issued to each eligible employee during each fiscal year. The County fiscal year is from July 1 through June 30th. The number of eligible employees and new hires may vary year-to-year. The GCSO has established uniform policies with approved duty uniform items.

I. REQUIREMENTS

- A. Contractor will have a physical store front located in Arizona.
- B. Contractor shall provide a variety of order placement methods (in store, online, by phone, etc.). Website development and maintenance shall be at no cost to the county.
- C. Uniform allowance is valid only for the current fiscal year and may not be carried over for use in the new fiscal year. Any item ordered must be received by the employee between July 1 and June 30 to qualify for the current fiscal year allowance. Any order not anticipated to be received by the employee by June 30 of the current fiscal year shall be approved by the department program administrator prior to shipment.
- D. Prior to filling any order, the Contractor shall verify eligibility by requesting authorized I.D. provided to each eligible employee and have a method of verifying the uniform, duty gear, and accessory items allowed to be purchased from the approved list provided by Greenlee County Sheriff's Office. The Greenlee County Sheriff's Office will provide a list of eligible employees. Contractor shall have the ability to immediately add or suspend employees upon the request of the program administrator. Contractor shall have the ability to edit employees uniform list or allowance amount due to duty assignments at the request of the program administrator.
- E. Contractor shall maintain adequate inventory on-hand of approved duty uniform items.

- F. Orders may be picked up at the Contractor's store or shipped via ground transportation to the Sheriff's Office, or employee's residence. Tracking numbers will be made available for each shipment upon request.
- G. Return shipping for error by Contractor will be at the expense of the Contractor. No restocking fee shall apply for any unused item returned within 90 days of original receipt.
- H. Only designated program administrators have the authority to modify the uniform lists, initiate requests for participant status changes, grant approval for design services, or initiate any other changes to the program. To ensure accountability, all requests for changes must be submitted and approved in writing by the designated representative.

II. INVOICES

- A. Invoices shall be submitted for each order upon delivery of items to the eligible employee or Greenlee County Sheriff's Office. The invoice shall be addressed to and include the following information.
 - a. Greenlee County Sheriff's Office, Attn: Admin Assistant, PO BOX 998 Clifton, AZ 85533; or emailed.
 - b. Name, address, and phone number of Contractor
 - c. Invoice number
 - d. Employee full name (first, last name)
 - e. Itemized list of all purchased items
 - f. Total charges

III. PAYMENT:

- A. Contractor understands that Greenlee County utilizes a purchase order system and is prepared to offer sales terms and conditions of at least 30 days. Purchase orders are approved for payment at board meetings.

IV. ADMINISTRATIVE REQUIREMENTS

- A. The Greenlee County Sheriff's Office shall provide a list of approved items. Only authorized program administrators are allowed to make changes to the lists, approve design services, or other program changes. All changes will be made in writing to the identified account representative of Contractor.
- B. GCSO may authorize additions, changes, or deletions to the approved list at any time with written notice.
- C. Contractor may not substitute any approved items without prior approval from the Greenlee County Sheriff's Office.
- D. Employees shall have the option of purchasing other general uniform items, duty gear and other equipment. Orders placed over the pre-determined allowance limit will be the responsibility of the eligible employee. The County is not responsible for charges resulting from these optional purchases.

V. AWARDS:

- A. Any contract(s) awarded pursuant to this Call for Bids will be awarded to the successful bidder(s) whose bid conforms to the invitation and whose bid is the most advantageous to Greenlee County concerning price, conformity to the specifications, and other factors. Greenlee County reserves the right to reject any or all bid(s), to waive formalities, and to accept the bid(s) deemed to be in the best interest of Greenlee County. Deviation from county specifications may result in rejection of bid.
- B. An offer does not constitute a Contract, nor does it confer any rights on the Responder to award of a Contract. A contract is not created until the offer is accepted in writing by Greenlee County, or their designee's signature on the offer. A notice of award or of the intent to award shall not constitute acceptance of the offer.
- C. Effective date of this contract shall be the date the Board of Supervisors, or their designee signs the Offer and Acceptance form or other contract form, unless another date is specifically stated in the contract or Award.

VI. PRICES:

- A. Agreed-to costs and are to be firm throughout the first year of the contract. In subsequent years of the initial term, rates may be adjusted by mutual agreement. Greenlee County does not guarantee any maximum or minimum amounts of purchase. The Greenlee County Sheriff's Office reserves the right to negotiate the proposed cost with the Respondent prior to signing the contract.

SECTION III
ACKNOWLEDGEMENT AND INTENT TO BID FORM

Acknowledgement and Intent to Bid:

Offeror, by and through the undersigned representative, acknowledges and accepts all terms and conditions of Solicitation.

I/We have received and considered Solicitation, including any addenda and submit this form as an intent to bid.

Signature of Authorized Representative of Offeror: _____

Printed Name and Title: _____

Date: _____

Phone Number: _____

Full Company Legal Name

Street Address, City, State, Zip

SECTION IV SCOPE OF WORK

Greenlee County is issuing this Request for Proposal (RFP) to establish a contract with renewal options of this RFP for the purchase of annual uniformed representatives and new hires.

The contract shall establish pricing for:

- Uniforms as specified in Uniform Pricing Sheet
- Embroidery
- Patches
- Tailoring
- Boots
- Duty Gear
- Accessories - Flashlights, Rank Insignias, equipment, etc...

The contract(s) will be for the following employees:

1. Sheriff's Office uniformed personnel

Specific brand names of items currently utilized by Greenlee County Sheriff's Office have been identified in the Uniform Pricing Sheet for use by the successful contractor and shall be considered "preferred." If you are bidding brands other than those listed in this RFP, please indicate the brand name and model and include descriptive literature with your proposal response. Alternate brands may require testing by the Greenlee County Sheriff's Office before being accepted.

SECTION V
UNIFORM PRICING SHEET

Item #	Description	Price Each
1	Blauer 8670 (Black) Long Sleeve Polyester Super shirt (no exception)	\$
2	Blauer 8560WT (OD Green) Women's 4-Pocket Wool Pants (no exception)	\$
3	Blauer 8560T (OD Green) Men's 4-Pocket Wool Pants (no exception)	\$
4	Black trouser stripe embellishment	\$
5	Clip On Tie (OD Green)	\$
6	5.11 71049 Men's Short Sleeve Performance Polo (no exception)	\$
7	5.11 61165 Women's Short Sleeve Performance Polo (no exception)	\$
8	5.11 74369 Men's Stryke Pants (no exception)	\$
9	5.11 64386 Women's Stryke Pants (no exception)	\$
10	5.11 72049 Men's Long Sleeve Performance Polo (no exception)	\$
11	5.11 62408 Women's Long Sleeve Performance Polo (no exception)	\$
12	Blauer 8126 (Black) Men's Short sleeve Performance Polo (no exception)	\$
13	Blauer 8126W (Black) Women's Sort Sleeve Performance Polo (no exception)	\$
14	Blauer 8127 (Black) Men's Long Sleeve Performance Polo (no exception)	\$
15	Blauer 8127W (Black) Women's Long Sleeve Performance Polo (no exception)	\$
16	First Tactical 112509 Men's Short Sleeve Performance Polo (no exception)	\$
17	First Tactical 122509 Women's Short Sleeve Polo (no exception)	\$
18	First Tactical 111503 Men's Long Sleeve Performance Polo (no exception)	\$
19	First Tactical 121503 Women's Long Sleeve Polo (no exception)	\$
20	Polo shirt embroidery	\$
21	Flex Fit Hat	\$
22	Beanie Skull Cap	\$
23	Beanie w/ Fold	\$
24	Cap and Beanie embroidery ("Sheriff" or Badge)	\$
25	Blauer 4660 (OD Green) Softshell Fleece Jacket (no exception)	\$
26	2 1/4" X 3/8" (Brass w/ Black Letters) – Name Plate	\$
27	Tailoring Rate	\$
28	Lace up boot with rounded or medium toe. Side zipper permissible (Solid Black)	\$
21	Sneaker style duty shoe (Black)	\$
22	Collar Brass- Four Stars	\$
23	Collar Brass- Three Stars	\$
24	Collar Brass- Two Stars	\$
25	Collar Brass- Lieutenant	\$
26	Shipping	\$