



Hannibal Police Department

777 Broadway, P O Box 793
Hannibal, MO 63401

Police Department (573) 221-0987
Department Fax (573) 221-3966
Confidential Fax (573) 406-1535
E-mail chief@hannibalpd.com

The Hannibal Police Department is seeking sealed bids for new police uniforms. See bid specifications outlined in this document regarding sizes, brand, model, and services required.

Bid Requirements:

- A. Bidders must provide in their bid a statement that their bid is in accordance with the specifications of this Invitation for Bid. The specifications listed are to maintain the standard of quality of items currently in use or will be in use and are the only acceptable items. NO SUBSTITUTIONS ARE ACCEPTABLE.

- B. Bidder must be experienced in the supply of uniforms and equipment purchase program. The bidder shall be responsible for all aspects of providing a successful program to include, but not limited to, the following:
 - Maintain a sufficient inventory of specified uniform and accessory items'
 - Receive and process individual orders;
 - Perform alterations and repairs to uniforms as stated in the Guidelines for Product Delivery.
 - Provide onsite embroidery, screen printing, and heat pressing services per specifications:
 - Maintain transaction records by individual customer to include credit balance tracking;
 - Provide customer service, that will include a full fitter line and/or sample items, to be staffed by employees familiar with this contract;
 - Assume responsibility for loss and /or damage of all items from time of shipment to customer receipt;
 - All repairs and alterations performed for each employee at a location approved by the department.

- C. Bidder must provide the name, address, phone number and contact person of a minimum of three (3) law enforcement agencies of similar or larger size than the Hannibal Police Department that are currently successfully using or have used Bidder's distribution of similar items with similar distribution methods as described within this bid.



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For each reference, information shall include:

- Name of the law enforcement or public safety services
 - Number the uniformed law enforcement employees or public safety services employs
 - Name and title of the contact person(s)
 - Telephone number of contact person(s)
 - Email address of contact person(s)
- D. Successful Vendor must have brick and mortar located within 150 miles of our department to ensure the level of service expected.
- E. Successful Vendor must have dedicated outside sales representatives who can complete onsite custom fittings at department for uniforms and related equipment.
- F. Successful vendor must provide the department with means of electronic ordering. This can include an "e-store" or at a minimum email methods of ordering.
- G. It is essential that the successful vendor handle each HPD order in the most efficient and accountable manner. Upon receipt of an authorized order from the department, the successful vendor must enter the order into a system that provides no less than the following:
- Accurate time and date of order entry
 - Accurate contractual pricing provided on each order automatically
 - Accurate order dollar total at time of entry
 - Immediate inventory levels for the items ordered
 - Previous orders for the same individual
 - Previous orders for items of that style/and or size
 - Permanent archiving of all orders by Officer, item and size
- Each order must be pulled from inventory separately and processed separately. This will allow the department to adjust the guideline for delivery for each order based on Departmental needs. Any backorders for items must be placed with the appropriate manufacturer within one business day. This requires the successful Vendor to be bona fide distributor of each of the products requested by the Hannibal Police Department.
- H. The following "alterations" are to be performed on site in accordance with the guideline to delivery. Alterations of a cosmetic nature which are not required to ensure original fit of uniform are



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not authorized (Department expense) unless prior approval is authorized by a Division Commander. If elected, cosmetic alterations will be the financial responsibility of the employee making the request. These alterations will be charged at the same rate as bid pricing. Delivery guidelines need not apply for these alterations

- Hemming of trousers.
 - Attachment of shoulder emblems.
 - Attachment of chevrons.
 - Attachment of trouser striping.
 - Attachment of name tab.
 - Attachment of badge tab.
 - Attachment of buttons.
 - Attachment of sleeve braid.
 - Altering waist size of trousers.
 - Shortening shirtsleeve length.
 - Attachment of belt loops.
 - Tapering shirts.
 - Install "mic" loop
 - Alter long sleeve shirts into short sleeves.
 - Button or zipper replacement.
- I. The location of the alterations must be available to HPD personnel at least from 8:00 AM to 4:30 PM Monday through Friday. There must be at least three (2) dressing rooms and adequate staff to assist with the fitting as well as the actual alterations.
- J. For a contract where service is very important, certain sewing and repair equipment is required to ensure expedient and first quality craftsmanship. In addition to having at least 3 full-time alteration personnel, the successful vendor must have at least the following equipment:
- 1 ea. Table with fixed motorized blade and mechanical length measurement. This "combination" ensures that the trousers are accurately measured and then cut quickly and cleanly with little pressure applied to the garment. This prevents unnecessary "pulls" and "runs".
 - 2 ea. Blind stitch machine to accommodate



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- monofilament thread for hemming of trousers. This adjustable tension machine allows the trousers to be hemmed with the strongest thread possible, while not exposing stitches to the exterior of the garment.
 - 4 ea. Flatbed single needle machine for attachment of emblems and alterations. This machine allows for accurate stitching with maximum space for movement of the garment while being sewn.
 - 1 ea. Post single needle machine for attachment of emblems on jackets and alterations. This machine allows emblems to be sewn on "hard to get to" locations on sensitive garments. They work especially well on waterproof garments with emblem attachment.
 - 1 ea. Button attachment machine to ensure speed and button fastness. This machine attaches buttons automatically and evenly every time. The buttons are straight and remain attached.
 - 1 ea. Metal snap repair machine to repair outerwear and equipment quickly and permanently. This machine allows repairs to be made on site instead of lengthy shipments to manufacturers for repairs.
 - 1 ea. Electric boiler steam iron with at least 40 lbs. of pressure used in conjunction with a vacuum assisted base. The vacuum assures that the garment remains in position and the 40 lbs. of pressure ensures creases will hold with minimal operator fatigue.
 - 2 ea. Embroidery machines.
- K. All orders must be bagged individually and labeled with the Officer's name on the packaging for easy distribution.
- L. The intent of the product listing is to establish which items are in service currently or will be in service at the HPD. The directly stated and implied intent of the listing is for the item to remain "uniform". It is paramount that the items are exactly as listed.



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QTY 26 (S-XL) Elbeco CX360 Long Sleeve Zipper Shirt Style #3524 (Male)

QTY 3 (XXL) Elbeco CX360 Long Sleeve Zipper Shirt Style #3524 (Male)

QTY 4 (S-L) Elbeco CX360 Long Sleeve Zipper Shirt Style #3524LC (Female)

QTY 78 (S-XL) Elbeco UV1 CX360 Long Sleeve Undervest Shirt Style #UVS171 (Male)

QTY 9 (XXL) Elbeco UV1 CX360 Long Sleeve Undervest Shirt Style #UVS171 (Male)

QTY 12 (S-L) Elbeco UV1 CX360 Long Sleeve Undervest Shirt Style #UVS173 (Female)

QTY 78 (S-XL) Elbeco UV1 CD360 Short Sleeve Undervest Shirt Style #UVS172 (Male)

QTY 9 (XXL) Elbeco UV1 CD360 Short Sleeve Undervest Shirt Style #UVS172 (Male)

QTY 12 (S-L) Elbeco UV1 CD360 Short Sleeve Undervest Shirt Style #UVS174 (Female)

QTY 56 Elbeco CX360 Covert Cargo Pants Style #E3444R (Male)

QTY 10 Elbeco CX360 Covert Cargo Pants Style #E3454LC (Female)

Sealed bids must be received by **08:30 a.m., May 14th, 2025** at which time will be publicly opened and read aloud in Council Chambers in City Hall, at 320 Broadway.

Sealed bids are to be submitted to:

City of Hannibal
C/O Melissa Cogdal- Police Uniform Project
320 Broadway
Hannibal, MO 63401

The City of Hannibal reserves the right to reject any or all bids.

Jacob Nacke
Chief of Police