



CITY OF HOUSTON
POLICE DEPARTMENT
S05-Q22971
NOTICE OF REQUEST FOR INFORMATION

**STRATEGIC
PURCHASING DIVISION**
901 Bagby, Concourse Level
Houston, Texas 77002
(832) 393-8742
(832) 393-8760 Fax

**CLASSIFIED AND NON-CLASSIFIED UNIFORMS AND UNIFORM
ACCESSORIES MANAGEMENT PROGRAM**

The City of Houston is considering soliciting best value bids from Contractor(s) specializing in an electronic management program for providing classified and non-classified uniforms and uniform accessories for the Houston Police Department (HPD). The objective is to have a uniform program in place that will improve efficiencies through economies of scale and will allow the HPD to redirect its energy and personnel into the core business. Prior to issuing the solicitation, the Department would like to take into consideration all companies/organizations interested in participating in the procurement to provide a presentation to the Project Technical Specifications Committee on an electronic uniform (E-uniform) management program; to include all possibilities and considerations that could be utilized in the solicitation when issued. The presentation and all other related expenses must be at "NO COST" to the City and will be scheduled with each respondent to this RFI after it has closed.

Please review the basic overview of the intended Scope of Services below. If you believe that your company/organization can provide recommendations to enhance the overall objective stated below and would be interested in conducting a presentation, please provide your companies/organizations contact information to include: Company/Organization Name, Contact Person, Address, Telephone No., Fax No. and E-mail Address. Please indicate your interest to this RFI requirement by submitting the requested information to Desiree Heath, Division Manager, via one of the following methods listed below by **3:00 p.m. CST, Friday, November 14, 2008:**

E-mail (Preferred Method): desiree.heath@cityofhouston.net

Fax: (832) 393-8760

Mail: City of Houston
Strategic Purchasing Division
901 Bagby, Suite B200
Houston, TX 77002

OVERVIEW

The uniform facility currently provides police officers, whether serving in uniform or plain clothes and eligible support personnel with all entitled clothing items and accessories; which include but are not limited to, shirts, pants, ties, caps, holsters, insignia, batons, rainwear, jackets, gloves, and other specialized equipment. The approximate number of personnel serviced for uniform outfitting is currently 5,300.



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Currently HPD employs approximately 4,800 various classified personnel and plans to increase this by 25% per year during the next two years. The number of various classified personnel is expected to level out at approximately 6,000 classified personnel within five years. In addition to the classified employees, HPD currently provides uniforms to approximately 500 various non-classified personnel and plans to increase this by 10% per year during the next five years.

Houston Police Officers and civilian personnel are assigned to approximately 70 work locations throughout the COH and provide services to the citizens 24 hours a day 7 days a week.

All officers are provided a yearly equipment allowance and the HPD Uniform Division supplies entitled uniforms and accessories on an as-needed basis. The maximum number of uniform sets provided to classified police officers is three sets per year with the exception of officers in specialized units, which are distributed up to one uniform set per year.

The City has established a Project Technical Specifications Committee that is in the process of developing a best value solicitation that outlines the requirements for an E-Uniform management program. The program shall include maintaining a local distribution center, the purchase and/or manufacture and distribution of all uniform components, an inventory control system and customer service for all employees.

Prior to completing and releasing the uniform solicitation, the City is extending an invitation to all interested uniform manufacturers/distributors to individually meet with the City's Project Technical Specifications Committee for the purposes of providing an overview of their latest program offerings. Topics of interest will include, but shall not necessarily be limited to the following:

- Supplier bidding the contract with the cost for operating the department's warehouse located at 700 Houston Avenue, Houston, TX 77002
- Supplier bidding contract with the cost of maintaining their own facilities and providing uniforms to the City's warehouse located at 700 Houston Avenue, Houston, TX 77002
- Supplier's plan to eliminate approximately \$1,500,000.00 of existing inventory
- Ability to provide a website ordering system
- Reporting capabilities
- Delivery requirements for non-stock and stock uniforms and accessories
- Methodology for providing pricing



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- Ability to accommodate special order needs
- Ability to provide alterations
- Amount of time needed to develop and submit a competitive bid after release of the City's solicitation
- Discussion of potential project delays after a contract for the program has been executed

The City is not interested in receiving a sales pitch. Contractors should be advised that the audience for this presentation is the Technical Specifications Committee charged with requirements development for the upcoming solicitation and should consider this an opportunity to provide technical input into that process.

All respondents to this RFI will be contacted and invited to conduct a presentation to the City's Project Technical Specifications Committee. Contractors interested in meeting with the City's Project Technical Specifications Committee will be required to present their information in a Microsoft PowerPoint format at the time of the presentation. Ten (10) printed copies and ten electronic copies on DVD-ROM will be required. Contractors are encouraged to bring examples of uniforms they manufacture/distribute.

Furthermore, Contractors may have a maximum of five (5) representatives in attendance at the presentation session with the Technical Specifications Committee. The time allotted for the presentation will range from 30 minutes to 1 hour, depending upon the overall number of Contractor presentations that are scheduled. The presentation session will be inclusive of all Contractors expressing an interest in the procurement.

The goal of this effort is to guide the City in improving its distribution of uniforms to the personnel in Houston Police Department. Again, the City may choose to utilize information obtained from Contractors during this RFI process to develop a solicitation toward the goal of achieving an E-uniform management program.

All recommendations and comments are welcomed and will be reviewed and considered. All recommendation(s) of good merit and clear business logic and methodology may be used and incorporated into the final best-value solicitation document.