

**CITY OF PEORIA  
CONTRACT**

21-22

This agreement, made and entered into this 9th day of August A.D., 2022 by and between the City of Peoria, a municipal corporation, party of the first part, and Galls, LLC - 1340 Russell Cave Road, Lexington, KY 40505, his/their executors, administrators, successors or assigns, party of the second part.

WITNESSETH: That for and in consideration of the payments and agreements mentioned in the proposal hereto attached, to be made and performed by the party of the first part, and according to the terms expressed in the bond referring to these presents, the party of the second part agrees with said party of the first part, at his/their own proper costs and expense to furnish and deliver all the work, materials and supplies in accordance with the specifications contained in said proposal, and in full compliance with all of the terms of this agreement.

IT IS UNDERSTOOD AND AGREED that the, proposal, and statement or work and specifications are component parts of this contract and shall be deemed a part hereof. It is also understood and agreed that the contractor shall not assign, transfer, convey or otherwise dispose of this contract, or his right to execute it, or his right, title or interest in or to it or any part thereof, unless the previous written consent of the City Manager of the City of Peoria shall first be obtained thereto.

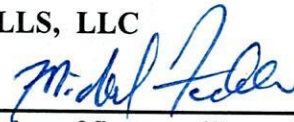
IN WITNESS WHEREOF, the said parties have executed these presents on the date above mentioned.

**THE CITY OF PEORIA**

In accordance with the attached price sheet and specifications, Galls Inc will provide police uniforms, alterations and measurements to the Peoria Police Department.

By   
City Manager

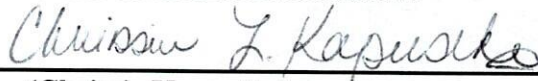
The contract term will begin August 9, 2022 and will expire December 31, 2025. This contract may be extended for not more than two successive periods of equal length at the same bid price upon mutual agreement of both parties.

**GALLS, LLC**  
By   
(Member of firm or officer of corporation)

**APPROVED FINANCE DEPARTMENT**

By   
(Kyle Cratty)

**APPROVED LEGAL DEPARTMENT**

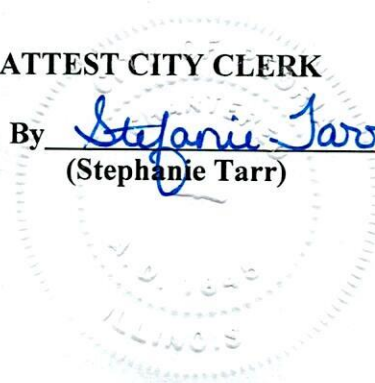
By   
(Chrissie Kapustka)

**APPROVED USING DEPARTMENT**

By   
(Eric Echevarria)

**ATTEST CITY CLERK**

By   
(Stephanie Tarr)





Legislation Details (With Text)

**File #:** 22-276      **Version:** 1      **Name:**  
**Type:** Agreement      **Status:** Approved  
**File created:** 7/27/2022      **In control:** City Council  
**On agenda:** 8/9/2022      **Final action:** 8/9/2022  
**Title:** Communication from the City Manager and Chief of Police with a Request to APPROVE a Three (3) Year CONTRACT with GALLS, LLC for Commissioned and Civilian Uniforms.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 21-22 Galls LLC, 2. PPD Clothing RFP Scoring Matrix - TOTALS

Date	Ver.	Action By	Action	Result
8/9/2022	1	City Council	approved	Pass

**ACTION REQUESTED:**

Communication from the City Manager and Chief of Police with a Request to APPROVE a Three (3) Year CONTRACT with GALLS, LLC for Commissioned and Civilian Uniforms.

**BACKGROUND:**

This contract may be extended for not more than two successive periods of equal length at the same bid price upon mutual agreement of both parties.

The Peoria Police Department utilizes specifically manufactured clothing for uniform items.

For the past several contracts Sam Harris Uniforms has been our vendor. There has been and perhaps remains an issue with quality control and timely delivery. Further, there have been sizing issues that can be attributed to record-keeping or quality control. The previous contract with Sam Harris Uniforms ended on June 30, 2022. At the conclusion of the contract, the PPD had 507 clothing items ordered of which 370 had not been received.

On May 25<sup>th</sup>, 2022, the Purchasing Division sent out a Request For Proposal (21-22) for a uniform contract with the Peoria Police Department. On 7/6/22 the RFP 21-22 Police Uniform Committee met to review and discuss the bids submitted by Ray O'Herron, Sam Harris, MES, and Galls. The committee consisted of member of the command staff and officers of the Department.

The committee members completed a Peoria Police Department Clothing RFP Scoring Matrix sheet for each bid. The categories scored on the Matrix Sheet are listed below.

1. Overall Cost
2. Uniform Items Availability
3. Online Ordering Portal
4. On-Site Visits
5. Alterations
6. Experience and References

The bids are ranked in order from 1 (top rated) to 5 (lowest rated) based on the total scores for each bid. The

maximum score is 1920. The 21-22 Police Uniform Committee recommended the selection of the bid from Galls, LLC.

#1 - Galls	1600 out of 1920
#2 - Sam Harris	1440 out of 1920
#3 - Sam Harris	1360 out of 1920
#4 - Ray O'Herron	480 out of 1920
#5 - MES	240 out of 1920

Galls have been servicing the needs of Public Safety Professionals for over 50 years. Galls offers an extensive selection of products and brands, competitive prices, responsive service, fast deliveries, and seamless ordering. Additionally, Galls will supply our department with an online resource center that provides the Police Department and each officer with a customized web portal called E quip that makes ordering easy, fast, and convenient. Some of the features of the system capabilities are listed below.

1. Secure Online Ordering System
2. Mobile Device Capability
3. Configurable based on Customer Uniform Program Requirements
4. Employee Management
5. Product Offering Management

The benefits of this system to our agency are listed below.

Cost Savings:

Staff will spend less time on the phone checking the status of orders. Gall's shipping options and pickup notifications provide real-time availability of our order information. Plus, eQuip's streamlined progress dashboards make approvals of officer orders a breeze.

More Insight:

Access reports in real-time and on demand. Through Galls' system integration, you can view invoices, employee data, order statuses, and individual allotments with just a few simple clicks.

More Efficiency:

Reduces errors and confusion with their custom uniform programs. Our product selection, pricing, and uniform embellishments are preloaded onto our eEquip site so our officers can order accurately and worry-free.

Galls does not anticipate any supply disruptions or issues that would prevent them from providing the best products and customer service to the Peoria Police Department.

Galls provided three customer references for agencies that they have a contract with within Illinois. They are the Lake County Sherriff's Department, Elgin Police Department, and Naperville Police department. Each agency was contacted and reported that Galls provided their agency with exceptional service.

**FINANCIAL IMPACT:**

The Peoria Police Department Training Division expects to spend approximately \$115,000.00 for each year of the new contract. The money will be drawn from account number 101.2121-50.49-08. The purchases will include the issuance and replacement of clothing for current and newly commissioned police officers, as well as current and new civilian employees.

**NEIGHBORHOOD CONCERNS:**

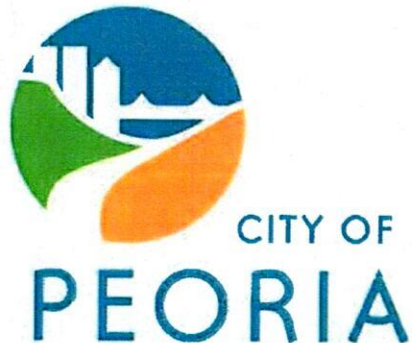
# Request for Proposal

Issued By

CITY OF PEORIA  
PURCHASING DIVISION

PEORIA CITY HALL

419 FULTON ST \* ROOM 108  
PEORIA, ILLINOIS 61602  
PHONE (309) 494-8507 \* FAX (309) 494-8510

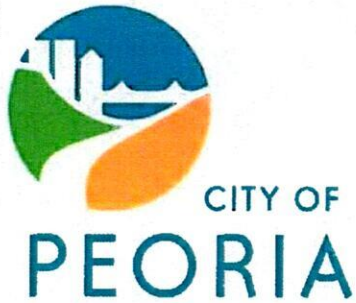


Sealed proposals will be received at the Purchasing Office,  
Peoria City Hall - Peoria, Illinois until  
**June 16, 2022 at 2:00 PM**  
for the goods or services described herein.

**21-22 Police Uniforms**

Company Name Galls, LLC

**ORIGINAL**



**ADDENDUM # 1  
To  
PROPOSAL # 21-22**

**This becomes a permanent part of the Basic Proposal Document.**

**Police Uniforms**

**DATE: June 15, 2021**

The City of Peoria is providing the attached document as Addendum 1:

1. **Updated Price Sheet.**
2. **Cloth stripe customization added to Class A pants.**
3. **Extends opening date to June 29, 2022.**
4. **Extends Council agenda date to July 26, 2022.**
5. **Effective contract date August 1, 2022.**

## GENERAL INFORMATION

### INTRODUCTION

The City of Peoria is currently accepting proposals from qualified vendors for RFP 21-22 **Police Uniforms**

### PRE-BID MEETING

There is no Pre-bid Meeting for this RFP.

### RFP INFORMATION

Sealed proposals – one (1) original and three (3) copies – will be accepted by the City of Peoria, Purchasing Division, 419 Fulton Street, Room 108, Peoria, Illinois, 61602, until **2:00 p.m. on June, 16, 2022**. **Proposals shall be submitted in a sealed envelope or package with the RFP title and RFP number and marked on the outside. Please include your company name and return address on the outside of the envelope.**

*Proposals received after the stated date and time will not be considered. Faxed proposals will not be accepted. Proposals will be opened and publicly recorded immediately following the opening time.*

### AWARD OF RFP

The RFP will be awarded to the proposal that is in the best interest of the City, based on the given requirements and specifications. Responses will be scored according to the scoring matrix in the *Specifications & Scope of Services/Work* section, and awarded based on that scoring model. The City of Peoria reserves the right to award to either a single or multiple vendors. The City reserves the right to waive technicalities and accept the proposal that best suits its needs.

### QUESTIONS\*

All questions regarding this solicitation **must be submitted in writing**. Please submit at:

<https://www.bidnetdirect.com/illinois/cityofpeoria>

*\*Vendors may not contact any other City Departments or Staff with inquires regarding this RFP.*

### Schedule of Events:

RFP Issued.....	<b>May 25, 2022</b>
Pre-Bid Meeting.....	<b>No Pre-Bid Meeting</b>
<i>Location: N/A</i>	
RFP Opening.....	<b>June 16, 2022</b>
Placeholder added to City Council agenda.....	<b>June 8, 2022</b>
City Council meeting for contract approval.....	<b>June 28, 2022.</b>
Official contract award notification sent.....	<b>No later than June 30, 2022</b>

## **GENERAL INSTRUCTIONS TO PROPOSERS**

**1.1** **ACCEPTANCE OF PROPOSALS** - The right is reserved, as the interest of the City may require, to reject any or all proposals and to waive any non-material informality or irregularity in the proposals received. All proposals will be in English. The City will award the proposals as described below or reject all bids within sixty (60) calendar days from the bid opening date.

**1.2** **ADDITIONAL COPIES OF SPECIFICATIONS** - Proposers may secure additional copies of the RFP specifications from the City of Peoria's [online bid platform](#).

**1.3** **REGISTERING ON BIDNET DIRECT** - Proposers must register as a vendor on BidNet Direct to access RFP Documents. There is no charge to register. In order to complete registration go to [the BidNet Direct website](#) – click on “Vendor Registration” in the upper right corner of the page. Enter your company information, and when prompted, select the “Limited Access” option. If you have questions of problems while registering, please call the BidNet Support Team at 800-835-4603 for direct assistance.

**1.4** **ENVELOPE IDENTIFICATION** - Proposers shall submit their response in a sealed envelope which shall be clearly labeled with the organization/individual name and address. Proposers should also indicate “**Police Uniforms – RFP 21-22**” in the LOWER LEFT-HAND CORNER OF THEIR ENVELOPE.

**1.5** **MAILING OF PROPOSALS** – One (1) original and three (3) copies of all responses are to be mailed or delivered to:

*Peoria City Hall – City Purchasing Manager  
419 Fulton St. Suite 108  
Peoria, IL 61602*

**1.6** **CLOSING TIME** - The RFP closing time will be based upon Central Standard Time or Central Daylight Time, whichever is in effect on the date the RFP is due.

**1.7** **WITHDRAWAL OF PROPOSALS** - Proposers may withdraw their responses at any time prior to the RFP closing time by telephone, fax, or written request. A telephone request must be confirmed in writing within 24 hours of the call and prior to closing time. No proposer shall withdraw their response for a period of sixty (60) calendar days from the RFP opening date. Negligence on the part of the proposer in preparing a response to the RFP confers no right of withdrawal or modification of a proposal after it has been opened. No proposal will be opened which has been received after the closing time specified in the RFP and it will be returned unopened to the proposer.

**1.8** **ALTERNATE PROPOSALS** - The specifications describe the supplies and/or service, which the City feels are necessary to meet the performance requirements of the City. Proposers desiring to submit a proposal on items which deviate from these specifications, but which they believe to be equivalent, are requested to submit alternate proposals. However, ALTERNATE TENDERS MUST BE CLEARLY INDICATED AS SUCH AND DEVIATIONS FROM THE APPLICABLE SPECIFICATIONS PLAINLY NOTED. The proposal must be accompanied by complete specifications of the items offered.

**1.9 AWARD** - An award will be made to the (responsive and responsible) proposal that is determined to be in the best interest of the City. Responses will be scored according to the given scoring matrix attached to the specifications and awarded based on that scoring model. The quality of the articles to be supplied, their conformity with specifications/scoring matrix and their suitability to the requirements of the City and the delivery terms will be taken into consideration in making the award.

**1.10 PRICES** - Unit prices shall be shown for each unit on which there is a bid and shall include all packing, crating freight and shipping charges and cost of unloading supplies at destination unless otherwise stated in the bid response. All prices shall be stated in U.S. dollars. Unit prices shall not include any local, state, or federal taxes. In case of mistake in extension of price, unit price shall govern. All prices must be typewritten or written in ink. No erasures are permitted. Mistakes must be crossed out and corrections typewritten or written in ink adjacent there to and initialed in ink by the party signing the proposal or his authorized representative.

**1.11 SIGNATURES** - Each bid response must be signed by the bidder with his usual signature. Bids by partnerships must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and title of the person signing. Bid responses by corporations must be signed with the name of the corporation, followed by the signature and title of person authorized to bind it on the matter. All signatures must be in ink.

**By signing and submitting the response to this document, the Vendor/Contractor/Consultant is certifying they have not been barred from bidding by Federal, State or Local governments and have not been suspended or debarred from receiving federal funding.**

**1.12 INVESTIGATION** - Bidders shall make all investigations necessary to thoroughly inform themselves regarding the supplies and/or service to be furnished in accordance with the bid. No plea of ignorance by the bidder, of conditions that exist or that may hereafter exist because of failure or omission on the part of the bidder to make the necessary examinations and investigations, will be accepted as a basis for varying the requirements of the City or the compensation to the bidder.

**1.13 SAMPLES** - Samples of items, when required, must be submitted within the time specified and at no expense to the City; and if not destroyed in testing, they will be returned at the bidder's request and expense. Samples, which are not requested for return within thirty (30) days, will become the property of the City.

**1.14 RESPONSES** - A response is requested of all bidders even if it is a "no bid." Do not include any personal information such as social security numbers that the bidder wishes to keep confidential.

**1.15 BID PROCESS** - This process does not obligate the City to award a contract, or pay any cost incurred by the Vendor/Contractor/Consultant responding to this request. The City reserves the right to accept or reject any or all statements received because of this request. All information submitted in response to this request will become the property of the City.

Please be aware that it is the City's policy to not compensate a Bidder for any time or expenses incurred during the selection and negotiation processes.



**1.16 EQUAL EMPLOYMENT OPPORTUNITY (EEO)** – To be awarded a contract all Suppliers, Vendors and Contractors to the City of Peoria **must be registered** in the City of Peoria's Contract Compliance Program and have a current EEO Certification number. This program is unrelated to any State and Federal program.

EEO certification is secured by completing and submitting, under notary seal, an Employer Report Form CC-1 (with required sexual harassment policy attached) to the City's Equal Opportunity Office. *Please note the Certificate of Compliance is valid for one (1) year and must be renewed annually.* The CC-1 form can be downloaded from the City's website at <http://www.peoriagov.org/equal-opportunity/> under *Equal Opportunity – Forms and Downloads*. The forms can also be obtained by writing or calling:

**City of Peoria  
Equal Opportunity Office  
419 Fulton Street  
Peoria, IL 61602  
(309) 494-8530 Voice  
(309) 494-8532 TTY**

In accordance with Chapter 17 of the Peoria Municipal Code, a fifty-dollar (**\$50.00**) processing fee will be charged with each original submission of the Employer Report Form CC-1 that results in an approved certificate as well as the Annual Renewal Application. The only exception to payment of the processing fee is neighborhood associations.

**Although all vendors are encouraged to obtain Equal Employment Opportunity Certification, vendors do not need an Equal Opportunity Certification to respond to a bid. The EEO Certification Number is only required prior to the award of the contract.**

## CONTRACT TERMS

- A. **PERFORMANCE BOND – (Not Required)** The successful proposer will be required to furnish a performance bond equal to the full amount of the contract, whenever the contract exceeds five thousand dollars (\$5,000). The sureties on the bond are subjected to the approval of the Government Counsel. The cost of the bond shall be borne by the contractor. The bond shall be on a form supplied by the Government.
- B. **PAYMENT BOND (For Construction Contracts) (Not Required)**– The successful proposer will be required to furnish a payment bond (labor and material bond) equal to the full amount of the contract, whenever the contract exceeds five thousand dollars (\$5,000). The sureties on the bond are subjected to the approval of the Government Counsel. The cost of the bond shall be borne by the contractor. The bond shall be on a form supplied by the Government.
- C. **TAXES** - The City is exempt, by law, from paying State and City Retailers Occupation Tax, State Service Occupation Tax, State Use Tax and Federal Excise Tax. The City will execute tax exemption certificates whenever required. The unit prices should be exclusive of all taxes. In the event the unit price includes taxes, the bidder must show the amount of tax included in the unit price.
- D. **CITY'S AGENT**- The City of Peoria's Purchasing Manager or his designee shall represent and act for the City in all matters pertaining to the RFP and contracts in conjunction thereto.
- E. **PATENTS** - The successful bidder agrees to protect, defend, and save the City harmless against any demand for payment for the use of any patented material process, article or device that may involve the manufacturer, construction or form a part of the work covered by the contract.
- F. **HUMAN RIGHTS ACT** - The contract will be subject to and governed by the rules and regulations of the Illinois Human Rights Act 775ILCS5/1-101 et seq. and as amended. And the provision of Chapter 775 of the Illinois Compiled Statutes 5/2-105 on Sexual Harassment policies.
- G. **NON-COLLUSION** - With the executing of this bid the Bidder is certifying to non-collusion in the preparation and submittal. The bid must be properly executed upon submission, or it may not be considered for acceptance.
- H. **DEFAULT** - In case of default by the contractor, the City will procure the articles services from other sources and hold the contractor responsible for any excess cost incurred.
- I. **CANCELLATION** - The City reserves the right to cancel the whole or any part of the contract, if the contractor fails to perform any of the provisions in the contract or fails to make delivery within the time stated. The cancellation notice will be written and delivered by certified mail to contractors address on record. In the event the contract is canceled, the vendor may be declared an irresponsible vendor by the City Manager and as a result may be disqualified from doing business with the City for the period of one year in accordance with Section 10-102 of the Peoria City Code. The contractor will not be liable to perform if situations arise by reason of strikes, acts of God or the public enemy, acts of the City, fires or floods.

K. **BID-RIGGING OR BID-ROTATING** - By the signing of this bid, the Bidder is certifying that the company is not barred from bidding as a result of a conviction for the violation of State of Illinois laws prohibiting bid-rigging or bid-rotating per Public Act 720ILCS, Section 5-33E- 3 and 5/33E-4.

L. **DELINQUENT PAYMENT** - By signing this bid, the Bidder is certifying that the company is not delinquent in the payment of any indebtedness, tax, fee, liens, fines owed or accruing to the City of Peoria or in the payment of any tax administered by the Illinois Department of Revenue and is in compliance with the terms and conditions of Section 10-109 of the Peoria City Code; and Chapter 65 of the Illinois Compiled Statutes, Section 5/11-42.1-1.

M. **INSURANCE** – The successful Bidder shall obtain, at its own expense, all necessary insurance with regard to its fiduciary responsibility to the City of Peoria. Said Bidder shall indemnify and hold harmless the City of Peoria, its officials, officers, directors, employees, heirs and assigns from any and all actions, claims, demands or suits at law or equity for damages, costs, loss or other injury as a result of the contract. The City does not assume any liability for acts or omissions of contractor and such liability rests solely with contractor.

a. **Contractor’s Insurance** – The contractor and all subcontractors shall secure and maintain such insurance policies as will protect the contractor or subcontractors from claims for bodily injuries, death or property damage which may arise from operations under this Contract whether such operations be by contractor, or anyone employed by contractor directly or indirectly. The following insurance policies are **required**:

- Statutory Worker’s Compensation
- Comprehensive General Liability
  - Combined Single Limit \$1,000,000.00
  - Property Damage \$1,000,000.00
- Automobile Public Liability and Property Damage
  - Combined Single Limit \$1,000,000.00
  - Property Damage \$1,000,000.00

b. **Insurance Inclusions** – The comprehensive general liability insurance shall include independent contractors' protective liability, products and completed operations broad form property damage coverage. The completed operations and products liability shall be maintained for two years after final payment.

c. **Contractual Liability** – The insurance required above shall include contractual liability insurance coverage for the contractor’s obligations under the section below entitled, “Hold Harmless and Indemnification Agreement”.

d. **Certificates of Insurance** – Certificates of insurance acceptable to the City indicating insurance required by the Contract is in force shall be filed with the City prior to contract approval by the City. These certificates shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior written notice has been given to the City.

- N. **PRECEDENCE** - Where special conditions are written in the specifications, these conditions shall take precedence over any conditions listed under the "Instructions to Bidders."
- O. **GOVERNING** - This contract will be governed by the laws of the State of Illinois. The Contractor/Vendor agrees that Chapter 10 of the Code of the City of Peoria is hereby incorporated by reference, as if set out verbatim."
- P. **AFFIRMATIVE ACTION REQUIREMENTS** - "The Contractor/Vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual harassment, ancestry, national origin, place of birth, age or physical or mental handicap(s) which would not interfere with the efficient performance of the job in question. The Contractor/Vendor will take affirmative action to comply with the provision of this division and will require any Subcontractor to submit to the City written commitment to comply with this division. The Contractor/Vendor will distribute copies of this commitment to all persons who participate in recruitment, screening, referral and selection of job applicants, prospective job applicants, member or prospective Subcontractors."
- a. The Contractor/Vendor agrees that the provision of Division 4 of Article III of Chapter 17 of the Code of the City of Peoria is hereby incorporated by reference, as if set out verbatim."
- Q. **EMPLOYEE EMPLOYMENT RESTRICTIONS** - The Contractor agrees, as a condition of accepting this contract with the City of Peoria, that, for a period of one (1) year following completion of this contract, it shall be prohibited from hiring, directly or indirectly, any City employee or official who was involved, directly or indirectly in: (1) the selection and/or recommendation to select the Contractor for performance of this contract; (2) coordinating the efforts of the Contractor in the consummation or completion of this contract; or (3) monitoring or determining the performance of the Contractor. The Contractor further acknowledges and agrees that, upon the City's determination that a violation of this provision has occurred, the penalty imposed, at the sole discretion of the City, may include one or more of the following: (1) cancellation of any other contract(s) between the City of Peoria and the Contractor; (2) disqualification of the Contractor from bidding or being awarded future contracts with the City of Peoria for a period of two (2) years; and/or (3) payment of liquidated damages to the City of Peoria in the amount of Twenty-Five Thousand Dollars (**\$25,000.00**). *This does not apply to any City Employee involved in the 2011-12 reduction in force; nor does it apply to parties taking the Early Retirement Incentive offered by the City from November 1, 2011 through November 1, 2012.*

R. **LOCAL PURCHASING** - For purchases of \$10,000.00 or greater, if:

- a. The lowest bidding local vendor is a responsible bidder; and
- b. The lower-bidding responsible bidders are not local vendors; and
- c. The lowest bidding local vendor's bid is higher than the non-local vendor by no more than three (3) percent, then that local vendor should be considered the lowest responsible bidder.
- d. In case of a dispute regarding the application of this provision, the decision of the City Manager or the Purchasing Agent acting for him/her shall be final. For purposes of this subsection, a local vendor shall be one that sells goods or services to the public, either retail or wholesale, and owns or leases a physical, commercial business location, with on-site staffing and regular business hours, within the corporate limits of the City of Peoria, Illinois. The provisions of this subsection shall not be applied to a contract if the funding source prohibits local preference by law, rule or regulation.

S. **REFERENCE** - All the contract terms shall be incorporated by reference into any written contract.

# RFP 21-22 Peoria Police Uniforms Specifications

**INTRODUCTION** - Through this RFP, the City of Peoria seeks to establish a two-year contract to purchase uniforms for the Peoria Police Department. The Peoria Police Department is located at 600 SW Adams St. Peoria, IL 61602.

*The pricing submittal sheet is located at the end of this document. The Peoria Police Department will accept **alternative manufacturers** to those listed on the price submittal sheet, as long as they maintain the same color scheme.*

**ONLINE ORDERING PORTAL** - An online portal or other ordering mechanism is *required* for this contract, which must include the ability to view order history online. Please provide information with your bid on how your company is able to provide this service. In addition to being able to place orders, information on order history should include the date of order, item(s) ordered, size(s) of the item(s), and any other pertinent order information.

**MEASUREMENTS** - It is preferred but not required that the selected vendor be able to provide personnel to take measurements for clothing and equipment at no additional cost to the Town. This can be accomplished by providing an employee to come to the Peoria Police Department (on a monthly basis), or by having Police personnel travel to a nearby location. If travel by Police personnel is required, it must be within a 25 mile radius of the Peoria Police Station. Please provide information with your proposal on how this will be accomplished.

**CONTRACT TERM** - The City of Peoria is awarding a two-year contract from the date of City Council approval. This contract may be extended for not more than two successive periods of equal length at the same bid price upon the mutual agreement of the successful respondent and the City of Peoria.

**SHORT TERM EXTENSION:** - In the event the replacement Contract has not been issued, this Contract may be extended unilaterally by the City of Peoria for an additional period of up to one month upon notice to the Contractor with the same terms and conditions as the original Contract including, but not limited to, quantities (prorated for such one month extension), prices and delivery requirements. With the concurrence of the Contractor, the extension may be for a period of up to three months in lieu of one month. However, this extension terminates should the replacement Contract be issued in the interim.

## **SCORING CRITERIA**

<u>AREA</u>	<u>MAX SCORE</u>
Project Cost	50
Delivery & Availability	50
Online Ordering Portal	50
On Site Capacity	40
Alterations	30
Experience & References	20
<b>Total</b>	<b>240</b>

**Tier 1 Items:** Items used frequently or daily ideally delivered within 5 business days.

**Tier 2 Items:** Items used less frequently or seasonally, ideally delivered within 10 business days.

**Tier 3 Items:** Items used less frequently or sparsely, ideally delivered within 20 business days.

## **Scoring Criteria**

### **PROJECT COST (50 Points)**

The RFP with the lowest cost will be awarded 50 points. The next lowest cost RFP will be awarded 40 points. 10 points will continue to be subtracted from each RFP until there are 0 points to be awarded. If multiple RFP's have the same overall costs, they will earn the same amount of points

### **DELIVERY & AVAILABILITY (50 Points)**

- **Tier 1 – 25 points** (Delivered within 5 business days).
- **Tier 2 – 15 points** (Delivered within 10 business days).
- **Tier 3 – 10 points** (Delivered within 20 business days).

### **ONLINE ORDERING PORTAL (50 points)**

An online portal or other ordering mechanism is required for this contract, which must include the ability to view order history online. Please provide information with your bid on how your company can provide this service. In addition to being able to place orders, information on order history should include the date of order, item(s) ordered, size(s) of the item(s), order pending/completed, and any other pertinent order information.

### **ON SITE VISIT (40 points)**

The vendor shall be responsible for fitting all employees receiving uniforms and maintaining a record of those measurements for future orders.

It is preferred but not required that the selected vendor be able to provide personnel to take measurements for clothing and equipment at no additional cost to the City. This can be accomplished by providing an employee to come to the Peoria Police Department (on a monthly basis), or by having Police personnel travel to a nearby location. If travel by Police personnel is required, it must be within a 25-mile radius of the Peoria Police Department. Please provide information with your proposal on how this will be accomplished.

### **ALTERATIONS (30 points)**

The vendor must agree to provide necessary alterations at no extra charge, which shall include (hemming, tapering, and sewing of emblems, patches, and rank insignia). Alterations will also be required for uniforms that do not fit properly.

### **EXPERIENCE AND REFERENCES (20 points)**

The vendor must provide a description of the vendors experience in dealing with Law Enforcement agencies.

The vendor must include at least 2 relevant business references and their contact information. The references may be contacted after the proposal due date.

### **Items to Submit:**

#### **COVER LETTER**

A letter of introduction, including names and address of the vendor submitting the Proposal, and contact person(s) who will be authorized to represent the vendor and bind to all commitments made in the Response, including name, address, email address and phone numbers. Include references, current municipal contracts and past experience. Also Include location of offices for you business, and the office location which has the responsibility for managing the contract.

#### **ONLINE ORDERING PORTAL SAMPLE**

Submit a sample of your company's online ordering platform and a detailed description of its capabilities, customization, reporting, ordering history and any other item they may be considered beneficial to the City. Include screenshots, electronic demonstrations, or any other media that may assist the City in evaluating the portal.

#### **PROJECT APPROACH**

Describe your company's capacity to assist the City of Peoria with alteration, on site measurements and fittings, returns, and any other item that may be considered beneficial to the City.



## **BOND INFORMATION**

### **PLEASE NOTE:**

In the *Contract Terms*, Section B (Performance Bond) **shall not** apply for this bid letting. Section 1.19 of the *General Instructions to Bidders* (Prevailing Wages) **shall not** apply for this bid letting.

Prevailing Wage Information: All bids and contracts for the purposes of public works as defined and provided for by the Prevailing Wage Act (820 ILCS 130) shall obligate the prime contractor and all participating subcontractors not to discriminate in employment practices. "Public works" is defined as all fixed works constructed for public use by any public body, other than work done directly by a public utility company. The Act requires that the prevailing wage shall apply to public works projects. All wages paid by the contractor and each subcontractor shall be in compliance with the Act, as amended, except where a prevailing wage violates a federal law, order, or ruling, the rate conforming to the federal law, order, or ruling shall govern. The contractor shall be responsible to notify each subcontractor of the wage rates set forth in the contract and any revisions thereto. If the Illinois Department of Labor revises the wage rates, the contractor will not be allowed additional compensation on account of said revisions. For current prevailing wage rates, go to:

<http://www.state.il.us/agency/idol/rates/rates.HTM>.

RFP 21-22 Police Uniforms Price Sheet

Updated Addendum #1

TIER 1				
Line	Manufacturer	Item Description	Item #	Unit Price
1	Fechheimer Flying Cross	Men's L/S Class A Shirt	07W8786Z	\$ 67.00
2	Fechheimer Flying Cross	Women's L/S Class A Shirt	107W8786Z	\$ 67.00
3	Fechheimer Flying Cross	Men's S/S Class A Shirt	57R8486Z	\$ 62.00
4	Fechheimer Flying Cross	Women's S/S Class A Shirt	157R8486Z	\$ 62.00
5	Fechheimer Flying Cross	Men's Summer Class A Pant (Pricing should include 1/2 inch royal blue cloth stripe, sewn on top of side seam to bottom of pockets)	32269	\$ 55.00
6	Fechheimer Flying Cross	Women's Summer Class A Pant (Pricing should include 1/2 inch royal blue cloth stripe, sewn on top of side seam to bottom of pockets)	37291W	\$ 75.00
7	Flying Cross	L/S Training Shirt	528R5886	\$ 45.00
8	Flying Cross	S/S Training Shirt	K5104	\$ 50.00
9	Elbeco	Men's/Women's Training Pants	ELBE3444R	\$ 55.00
10	Elbeco	L/S Under Vest Shirt	ELBUVS171 NAVY	\$ 45.00
11	Elbeco	S/S Under Vest Shirt	ELBUVS172 NAVY	\$ 40.00
TIER 2				
Line	Manufacturer	Item Description	Item #	Unit Price
12	Fechheimer Flying Cross	Men's Winter Class A Pant (Pricing should include 1/2 inch royal blue cloth stripe, sewn on top of side seam to bottom of pockets)	32260SCF	\$ 105.00
13	Fechheimer Flying Cross	Women's Winter Class A Pant (Pricing should include 1/2 inch royal blue cloth stripe, sewn on top of side seam to bottom of pockets)	32260W	\$ 105.00
14	Liberty Uniform	Raincoat (Long)	586MFL	\$ 55.00
15a	Blauer	Rain Jacket (Short)	26991	\$ 125.00
15b	Liberty Uniform	Rain Jacket (Short)	587MFL	\$ 55.00
16	Flying Cross	Seasonal Jacket	54100A	\$ 95.00
17	Blauer	Seasonal Jacket	9810Z	\$ 195.00
18	Edwards Garment Company	Female L/S Dress Shirts (Civilian)	5070	\$ 35.00
19	Edwards Garment Company	Female S/S Dress Shirts (Civilian)	5020	\$ 30.00
20	Fechheimer	Female Uniform Trouser (Civilian)	35233	\$ 50.00
21	Elbeco	Women's Covert Cargo Pant for R	ELBE3454LC	\$ 50.00
22	San Francisco Knitting Company	Button Front Cardigan (Civilian)	5600	\$ 40.00
23	Blauer	Short Sleeve Knit Short (Records)	8131-1	\$ 35.00
24	Flying Cross	L/S Shirt (Parking Enforcement)	45W6625	\$ 55.00
25	Flying Cross	S/S Shirt (Parking Enforcement)	95R6625	\$ 50.00
26	Elbeco	Men's/Women's Training Pants (Parking Enforcement)	ELBE3444R	\$ 55.00
27	Blauer	Lightweight Jacket (Parking Enforcement)	6020	\$ 95.00
28	Neece	Raincoat with Hood (Parking Enforcement)		\$ 15.00
29	Vertx	Men's L/S Vertx Polo	VTX4020P	\$ 48.00
30	Vertx	Men's S/S Vertx Polo	VTX4090	\$ 44.00
31	Vertx	Women's L/S Vertx Polo	VTX4090	\$ 48.00
32	Vertx	Women's S/S Vertx Polo	VTX4010	\$ 44.00
33	Vertx	Vertx Fusion Lt. Tactical Pant	VTX1200DT	\$ 65.00
34	Vertx	Vertx Fusion Lt. Tactical Pant (Olive)	VTX1200OD	\$ 65.00
35	Flying Cross	Soft Shell Fleece Jacket	54100A	\$ 95.00
36	Gore-tex	Outer Winter Coat / Gore-tex	79900-85	\$ 195.00
TIER 3				
Line	Manufacturer	Item Description	Item #	Unit Price
37	Flying Cross	Men's L/S White Dress Shirt	35W7800Z	\$ 50.00
38	Flying Cross	Women's L/S White Dress Shirt	126R78	\$ 50.00
39	Flying Cross	Men's S/S White Dress Shirt	85R7800Z	\$ 45.00
40	Flying Cross	Women's S/S White Dress Shirt	157R8786Z	\$ 45.00
41	Midway Cap Company	5 Star Uniform Cap (Garrison Hat)	HW509	\$ 80.00
42	Hanes Beef T	White T-Shirts for Academics	5180 WHITE	\$ 7.00
43	Fechheimer	Dress Blouse (Dress Coat)	34891	\$ 225.00
44	Fechheimer	Motorcycle Uniform Breeches	34236	\$ 225.00
45	Blauer	Bicycle Uniform Polo Shirt	8130	\$ 55.00
46	Mocean Tactical	Bicycle Barrier Jacket	6023S	\$ 150.00
47	Mocean Tactical	Bicycle Zip In Fleece Jacket	6070	\$ 80.00
48	Mocean Tactical	Bicycle Zip Off Pant with Zip Cuffs	2058Z	\$ 80.00
49	Alitta b. Fechheimer	Bicycle Shorts	A150BK	\$ 80.00
50	Vertx	Vertx Phantom Pants (SR1)	VTX8600OD	\$ 60.00
51	Vertx	Vertx Combat Shirt (SR1)	VTX8525OD	\$ 75.00
52	Elbeco	Outer Vest Carrier	V4114B	\$ 85.00
53	Blauer	Rain Cap Cover	107-BKYL	\$ 8.00
54	Otto Cap	Ball Cap	1164	\$ 10.00
55	Uniform Cravats	Tie	CT-45	\$ 5.00
56	Vertx	S/S Firearm Instructor Polo	VTX4000	\$ 45.00
ADDITIONAL ITEMS - Items below are not specific to any brand, style or other customization and will be evaluated as submitted.				
Line	Manufacturer	Item Description	Item #	Unit Price
57		Side Pocket Shorts (Officer)		\$ 22.00
58		Polv. Trouser Male / Female		\$ 20.00
59		Shirt with Side Pocket		\$ 18.00
60		Pleated Shorts (Parking Enforcement)		\$ 24.00
61		Sew on Name Tag - Name tag should 1 inch in height, letter thread should be silver or gold depending on rank, lettering should be approximately 3/8 inch in height.		\$ 5.00

CITY OF PEORIA  
**PROPOSAL**

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The executing of this form certifies understanding and compliance with the total bid package.

PROPOSAL SUBMITTED BY:

Galls, LLC

Respondent

1340 Russell Cave Road

Address

Lexington

KY

40505

800-876-4242

City

State

Zip

Daytime Telephone #

Derek Adams

bidreview@galls.com

Contact Person

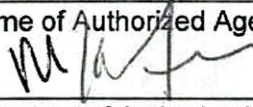
Email Address

Mike Fadden

CEO

Name of Authorized Agent or Officer

Title

  
Signature of Authorized Agent or Officer

6/15/2022

Date



Alternate: Bid Line 15

## ***FLYING CROSS LAYERTECH ANSI II CERTIFIED REVERSIBLE JACKET***

*Galls #JX765/MFG. #73160A-86*



### **PRODUCT SPECS**

- ANSI/ISEA 107-2004 third party certified
- 100% three-ply Supplex™ nylon
- Wind and waterproof
- 2 rows of 2" wide 3M™ Scotchlite™ reflective tape with black edge trim for added contrast around body and sleeves on yellow reflective side
- Articulated sleeves for maximum mobility
- Dual-entry inverted pleat patch pockets with snap-down flaps
- Permanent badge tab on both sides
- 2 10" side vents with zippers and elasticized snap tabs at front for easy access to equipment
- Permanent cross-stitched shoulder straps on black or navy side
- Interchangeable zipper
- For non-reflective wear, compatible with optional liners JX763, JX762, and JA820



Alternate: Bid Line 17

## ***FLYING CROSS LAYERTECH ALL SEASON JACKET***

*Galls #JX764/MFG. #79910GTX*



### **PRODUCT SPECS**

- 100% nylon
- Compatible with optional liners JX763, JX762, JA820
- Zip-In compatible with the LayerTech Thinsulate™ Liner, Soft-Shell and Performance Loft Jackets (JX763, JX762, JA820)
- Articulated set-in sleeve for complete mobility
- Front storm flap with two-way zipper
- High speed utility straps
- Pockets: 2 inverted pleated pockets with mitered flaps and snap closure, left pocket pencil opening and side entry fleece-lined handwarmer pockets, vertical utility pockets on each storm flap, right and left inside storage
- Side vents with 10" zipper, elastic tab adjustment and windproof zipper flap
- GORE-TEX® lined hood with adjustable drawstring that drops into the jacket's body
- Permanent badge tab and unattached mic tab



Alternate: Bid Line 23

***Flying Cross Men's Short Sleeve Impact Polo***

*Item# SW2684 | MFG. #: 3200*



**PRODUCT SPECS**

- 100% POLYESTER SWISS PIQUE KNIT, 6.5 OZ
- MOISTURE WICKING
- NO CURL COLLAR WITH INTERNAL STAYS
- STRATEGICALLY PLACED SIDE PANELS FOR INCREASED MOBILITY AND COMFORT
- HIDDEN PEN POCKET ON SLEEVE
- DUAL MIC TABS ON SHOULDERS AND CENTER PLACKET
- LOOP TO SUPPORT COMMS
- RIB KNIT CUFF AT SLEEVES
- MFG NUMBER: F1 3200



Alternate: Bid Line 27

## ***FLYING CROSS LAYERTECH SOFT-SHELL JACKET***

*Galls #JA820/MFG. #54100*



### **PRODUCT SPECS**

- 88% polyester, 12% spandex bonded to polyester fleece
- Two-way stretch fabric
- Two upper vertical storage pockets with garaged zipper closure
- Optional mic tab, shoulder straps and badge tab
- Two lower vertical hand warmer pockets with garaged zippers
- Articulated set-in sleeve for complete mobility
- Contoured hook-and-loop cuff closure with knit stretch
- Side vents with 10" zippers and snap elastic tab closure
- Machine wash and dry
- Can be zipped into the [LayerTech All Season Jacket](#) or [LayerTech ANSI II Reversible Jacket](#)
- GORE-TEX® lined hood with adjustable drawstring that drops into the jacket's body
- Permanent badge tab and unattached mic tab



Alternate: Bid Line 45

**Mocean Tech Two Tone Reflective Bike Polo**  
Item# SR066 | MFG. #: 0402



**PRODUCT SPECS**

- 5.95 oz, 97.5% polyester, 2.5% X-STATIC® silver nylon
- All natural: 100% safe and non-toxic, containing no chemicals or pesticides
- 3M® reflective trim around arms
- Moisture-wicking thermodynamic technology – regulates temperature which makes you cooler in summer and warmer in cooler weather
- Antimicrobial and anti-odor
- Anti-static to keep you safe
- Fade resistance
- Short sleeve
- Sports collar
- Side vents
- Double-needle stitching and reinforced placket
- Mic tabs on both shoulders and placket
- Machine wash and dry
- Imported





1340 Russell Cave Road  
Lexington, KY 40505

June 15, 2022

CITY OF PEORIA  
PURCHASING DIVISION  
PEORIA CITY HALL  
419 FULTON ST, ROOM 108  
PEORIA, ILLINOIS 61602

Re: Request for Proposal 21-22 Police Uniforms

Dear Purchasing:

Galls, LLC ("Galls") is excited about the opportunity to service the City of Peoria Police Department ("PPD") for your public safety uniform needs and look forward to becoming a key Partner if awarded. Galls has been in business for over 55 years servicing the public safety market; specializing in law, fire, security, corrections, emergency medical services, federal government, military, postal, corporate and transit uniforms and equipment. More than 68% of all law agencies nationwide make purchases from Galls. We are proud to serve America's public safety professionals.

Galls principal place of business and main location that will service the PPD contract is located in Lexington, KY.

- Galls, LLC
- 1340 Russell Cave Rd.
- Lexington, KY 40505

Points of contact for any contract questions, negotiations and execution are provided below.

- Derek Adams, Business Development Executive  
- Phone: 859-940-2492  
- [adams-derek@galls.com](mailto:adams-derek@galls.com)
- Tiffany Brewer, Sr. Mgr. Contract Compliance  
- Phone: 859-800-1406  
- [Brewer-tiffany@galls.com](mailto:Brewer-tiffany@galls.com)
- Mike Fadden, CEO  
- [Fadden-mike@galls.com](mailto:Fadden-mike@galls.com) cc [bidreview@galls.com](mailto:bidreview@galls.com)

We appreciate the consideration and look forward to servicing PPD for the duration of the Contract. Please feel free to reach out directly with any questions regarding our proposal.

Thank you,

A handwritten signature in black ink, appearing to read 'MG' followed by a stylized signature.

Mike Fadden  
CEO  
Galls, LLC



## RFP 21-22 POLICE UNIFORMS



### HISTORY

Galls, LLC ("Galls") is pleased to present our proposed solutions to the City of Peoria Police Department ("PPD") Galls has been in business for over 55 years servicing the Public Safety market; specializing in law, fire, security, corrections, emergency medical services, federal government, military, postal and transit uniforms, footwear, and equipment. Galls is headquartered in Lexington, KY and employs more than 1500 employees. Galls generates over \$535 million in annual sales by servicing over one million individuals and 68% of all public safety agencies annually. Our goal is to make sure that we can be proud of the service and products we provide. Our core customer's constantly put their lives on the line to protect the people in this country and we want to show them that we are as dedicated to them as they are to us. We are more than capable of supplying and delivering the Uniforms to PPD facilities per the specifications over the term of the contract and all extensions. We are proud to serve America's Public Safety Professionals.

### REPUTATION & EXPERIENCE

Galls has an established reputation for providing a full range of logistics support services from procurement options through life-cycle support to military, law enforcement and disaster response customers. Galls is the largest public safety distributor in the United States. We have a network of over 50 outside sales staff, 10 Account Development Reps that assist with service responsibilities in their market as well as manage their own deck of mid-sized customers and an additional Business Development team consisting of 6 outside reps and 10 inside sales reps that target new business opportunities. Most of our customer base falls under the government sector. We have over 750 formal contracts with local, State, Federal and Military agencies, including a contract with GSA that are serviced daily.

Finally, we have a branch network of over 60 locations nationwide and are currently in the process of rolling out 40 Branch Service Reps that will be housed in our retail branches but meet with customers face to face and handle service work (sizing, delivery etc.)

### TIMELINE

- Established in 1967
- Purchased by ARAMARK (1995)
- Acquired Long Beach Uniform (2002)
- Launched first custom website (2004)
- Purchased by CI Capital Investment Group (2011)
- Acquired Quartermaster Uniforms (2012)



- Acquired Roy Tailors of Cincinnati/Columbus, OH (2013)
- Acquired Best Uniforms (2014)
- Acquired Blumenthal Uniforms (2014)
- Acquired Lone Star Uniforms (2014)
- Acquired AK Uniforms & Equipment Co. (2015)
- Acquired Sterling's Public Safety Inc. (2015)
- Acquired A.M.E. 'S Uniforms (2015)
- Acquired U.S. Calvary (2016)
- Acquired Apparel Sewn Right (ASR) (2016)
- Acquired Alamar Uniforms (2016)
- Acquired Rosen's Uniforms (2016)
- Acquired Azar's Uniforms (2016)
- Acquired Neve's Uniforms (2016)
- Acquired Uniforms Unlimited (2016)
- Acquired Arslan Uniforms (2017)
- Acquired Patriot Outfitters, LLC (2017)
- Acquired Carpenter Uniforms (2017)
- Acquired Carpenter Uniforms and Promotional Products (2017)
- Acquired Red the Uniform Tailor (2017)
- Purchased by Charles bank Capital Partners, LLC (2018)
- Acquired KEEPRS, Inc. (2018)
- Acquired Miller Uniforms and Emblems, Inc. (2018)
- Acquired Cruse Uniforms & Equipment, Inc. (2018)
- Acquired Lark Uniforms (2018)
- Acquired Samzie's Uniforms (2018)
- Acquired Universal Uniforms (2019)
- Acquired Keystone Uniforms and On Guard Apparel (2019)
- Acquired US Patriot Tactical (2020)

#### **CUSTOMER REFERENCES**

- Lake County Sheriff Office
  - Sergeant Jim Yanecek
  - JYANECEK@LAKECOUNTYIL.GOV
  - (847) 377-4262
- Elgin Police Department
  - Sergeant Jim Lalley
  - LALLEY\_J@CITYOFELGIN.ORG
  - (847) 289-2616
- Naperville Police Department
  - Sergeant William Barrett
  - BARRETTW@NAPERVILLE.IL.US
  - (630) 668-2167



### **PRODUCT SPECIFICATIONS**

Galls has responded to each line within the request for proposal as requested by the solicitation. Some alternates have been proposed but all submitted products meet the requested specifications. Item specifications have been provided. All patch application and hemming is included in the price bid.

### **EMBROIDERY & TAILORING**

No one can compare to our full spectrum of in-house customization options for apparel and gear. Utilizing single, double, six, and twelve head embroidery machines we can accommodate everything from the small individual order to the substantial agency order. Strategic training allows us to quickly expand and contract work cells to service both rush and more complex orders. Our integrated warehouse management system allows real time tracking of each order as it completes each Production operation. Galls' embroidery options provide a complete catalog of Madeira poly-neon thread in wide-ranging colors to include red, gold, dark gold, navy, green, and white.

### **ALTERATIONS**

Galls provides numerous customization options for our uniform products. This includes tailoring, embroidery, emblem application, heat press, and screen printing. Galls understands that agency needs will vary across the nation and we want to ensure that there is never any confusion about pricing, so we have included the attached document which details many of the services we offer. We know that we can meet any customization needs presented by PPD.

### **ALTERATION/FIT/SIZING SYSTEM**

Galls provides alterations in house through our distribution center in Lexington, KY and at all of our retail and service centers scattered across the country. To ensure proper fit, there are several options. Galls employees can come on site to take measurements and properly store them for future reference. Galls can also provide a run of sample sizing for the customer to keep on hand, try on and order the correct size. Customer preference can be discussed upon award. Hemming takes place at our distribution center or at our retail/service centers.

### **MEASUREMENTS**

Galls will work with PPD to schedule fitting, sizing, and alterations with the PPD. We will also make sure to work with the PPD for any same day service that may be requested for alterations. Galls can also provide a size run for PPD to keep onsite for one off fitting requirements.

### **RETURNING DEFECTIVE PRODUCTS**

Once a returned product has been received into the Galls distribution center, it will be processed and the replacement or corrected item will be sent within 24 hours, if in stock. All customized items will be sent out according to production lead time. If an item is being returned for a full credit, it will take place once the item has been received. Products can also be returned at the local facility once in place.

### **RETURN & RESTOCKING POLICY**

Galls offers a "no hassle guarantee" on returned merchandise. This means if <DEPARTMENT> are unhappy for any reason with their purchase, it can be returned to Galls for an exchange or refund. This does not apply to a non-Galls error on a personalized (embroidered, heat press, etc.) garment.



Trust is crucial to a team and, as your partner, we want to make sure our products match your expectations. We offer two levels of returns:

**30-day Comfort Guarantee.** If you are not completely satisfied with your boots or shoes, simply return them within 30 days from the date you received your order for a refund or exchange.

**One-Year Returns.** We accept returns of resalable items within one year of purchase that are unworn, in new condition, and in original packaging along with all packaging attachments and enclosures, including all applicable tags, instructions, etc. For apparel, return item in its original packaging along with all packaging attachments and enclosures, including all applicable tags, instructions, etc. Return instructions are available on the reverse side of the packing slip.

**Refunds.** Refunds are deposited back to your original payment method.

**Shipping Refunds.** Original shipping charges are non-refundable unless the return is related to our error.

**Special Order or Embellished Items.** Special order items or items that have been altered, decorated, engraved, customized or otherwise embellished at the request of our customers cannot be returned unless the return is related to our error.

**Electronic Items.** Body worn cameras, audio recording devices, and memory cards cannot be returned to a Galls store or at Galls.com; they must be returned directly to the manufacturer in accordance with that manufacturer's returns policy.

**Clearance Items.** All clearance items are sold "as is" and cannot be returned.

**HAZMAT or ORM-D Items.** Returns for these items, including but not limited to self-defense sprays, chemical kits, select first aid kits and components, road flares, and fire extinguishers cannot be accepted. If you are unsure if the product you are returning falls into this category, please contact Galls' Customer Service. Refunds may be available depending

**Gift Certificates.** Gift Certificates cannot be returned or redeemed for cash or credit except where required by law.

#### **WARRANTY**

All products will fall under the manufacturer's standard warranties. In addition, Galls offers a "No Hassle Guarantee" on returned merchandise. This means that if you are unhappy for any reason with your purchase, you may return it to Galls for an exchange or refund within 1 year from purchase date. This does not apply to a non-Galls error on a personalized (embroidered, heat press, etc.) garment.

**Manufacturer Warranties** - Many products sold by Galls offer extended manufacturer's warranties. For returns related to matters covered by a manufacturer's warranty, please visit the manufacturing brand's website and/or call their customer service line directly.



### **DELIVERY RATE & EXPECTATIONS**

Galls will ship all orders via FedEx from our Lexington, KY distribution center. Additional shipping options may be available upon request from customers. Galls will provide a tracking number with every shipment. Additionally, tracking options will be made available on eQuip.

Delivery time varies nationwide, depending on ship method selected when the order is placed. Next business day, 2-day delivery, and 3-day delivery are all options and will be quoted as needed. Delivery times are generally guaranteed apart from extreme weather conditions or carrier's service interruptions.

Hard good items that are in stock ship from Galls the same day and items with customization ship within 3-7 business days. All in-stock items will be delivered within 14 business days ARO.

Galls has historically had a 92% delivery rate and is well-equipped to manage the delivery needs of PPD

### **ORDER PLACEMENT PROCESS (EQUIP)**

Galls will provide an Online Ordering System (eQuip) as well as a list of contact information for individuals who are directly responsible for this account to place orders via phone or email. This is a real time system which is fully integrated into the Galls ERP system. This allows the user to see inventory availability, eliminate keying errors, and allows for a seamless flow of orders from the site to the Galls warehouse management system.

Galls currently operates more than 15,000 eQuip sites nationwide, covering departments and agencies of all sizes between 5 and 100,000 users.

eQuip capabilities will include:

- Secure online ordering system
- Site only accessible by username/password as assigned by customers
- Contract pricing pre-loaded into each specific website.
- Mobile device capability
- Customer specific configuration
- Product offering management
- Integrated with Galls ERP system
- Flexible On-Demand Reporting

Full eQuip specifications have been included.



### **System Capabilities**

- ***Secure Online Ordering System***
  - Galls eEquip is only accessible by users defined and approved by customer through unique user names and password assignment
- ***Mobile Device Compatibility***
  - Galls eEquip is mobile responsive for ease of on-the-go ordering
  - Compatible with all smart phones and tablets
  - Can be accessed from any location
- ***Configurable based on Customer Uniform Program Requirements***
  - Designed to support a broad range of customer uniform program requirements
  - A uniform program profile is established with each customer to be serviced through the Galls eEquip system
  - This profile defines the operating parameters in which the system will govern the program, to include: employee management, allotment management, product offering, delivery requirements, and invoicing
- ***Employee Management***
  - Galls eEquip provides an employee based management and tracking segment.
  - Employee information, required to properly process order and provide management reports, is warehoused in our systems data storage. This information includes: employee code, name, address (if appropriate to the program requirement), anniversary date, department, rank, assigned location, designation, and employee group.
  - Historical & distribution data is also maintained for each employee. This data is the basis for management reports, and is collected as orders are placed and distributed. Historical data includes items distributed (to the size level), along with quantities and order/shipment dates.
- ***Product Offering Management***
  - Product offerings for the uniform program are defined, and are assigned to the respective employee groups when a uniform program is established on the system.
  - Employee Groups, or shop-by locations, typically represents a job function or physical location. Such as if a uniform program was for a police department, there may be Shop-By Location for "Patrol", "Swat", "K-9", etc. with each group having a specific uniform products assigned to them. During order placement, only products associated with the

Shop-By Location the employee is assigned to are available for order. This ensures that the employee can only order those products required for his/her job function.

- Galls eEquip supports alterations, such as trouser hemming, application of badges, etc. These elements are defined based on the requirements of the uniform program, and may be limited to specific styles and employee groups.
- *Optional "Shop Galls" Feature for Galls eEquip*
  - Feature allows the customer to add the entire Galls.com product offering to their website at a negotiated percent discount off retail.
  - Reduces the need to call for quotes on items that are needed right away
  - Keep in mind that customized VAS options are not available on these items
- *Optional "Package Ordering" Feature*
  - Feature allows the user to create "Packages" of items that are frequently ordered at the same time (ex. "New Hire Package," "New Vehicle Package")
  - "Package" orders are bundled and shipped together by user
  - This feature reduces the number of clicks per order and reduces errors during order entry by ensuring that all needed items are ordered before processing
- *Optional Allotment Management*
  - The system provides employee allotment management based on dollars OR units.
  - If permitted by the uniform program profile, employees may purchase uniforms in excess of their allotment amount via credit card.
  - Allotments may be renewed on the employee's anniversary date, the calendar year (each January 1), or a specific date.
  - Unused allotments may be rolled over to the new allotment year in its entirety, or a portion of the unused allotment may be rolled over, or no rollover based on the Uniform Program Profile.
  - If Allotment Management is required for the uniform program, the employee's available allotment is verified during the checkout process.
    - If the amount ordered exceeds the employee's available allotment and the program allows employee payments for amounts over the allotment via credit card, the checkout process remains active, and the employee will be prompted for credit card information during the checkout process.
    - If there is not sufficient allotment to cover the order amount and the program does not permit payment of the overage by the employee (via credit card), the checkout process will be disallowed until the order is altered to be within the employee's available allotment amount.
    - If the program has an allotment limit by product category, the payment for the amount over allotment will be forced to a credit card if credit card purchases are allowed (i.e. agency will only pay \$100 toward a footwear purchase).
    - If the program has allotment needs but also wants to allow orders paid for by the agency off of allotment, this can be accommodated along with a reason code for the purchase and purchase comments. Approval can be required for



this scenario and users will chose from a drop list of approvers (up to 3 levels of approval).

- *Optional Payroll Deduction Management*
  - Much like allotment management, the system can deposit, track, and renew payroll deduction funds to users
  - Renewal periods are identical to allotment renewals (anniversary date or calendar date)
  - Detailed month-end reporting available as well as on-demand reporting to track balances
  - Payroll deduction funds may be used in conjunction with other pay methods if allotment is exceeded or the employee does not have available funds on his/her credit card but need to make a purchase
- *Controlled Uniform Order Placement*
  - Galls eEquip controls uniform order placement by tying together the Employee, Product Offering, Shop-By Location and Allotment Management segments of the system, as governed by the uniform program profile.
  - Galls eEquip provides a web-based method for customer uniform administrators or employees to place uniform orders. The product offering and associated optional alteration options are displayed are based on the ordering employee's employee group assignment. Any mandatory alterations, such as standard department patch are garment, are hard code in the back system to ensure no mandatory alteration is missed during order placement on the website.
  - Galls eEquip allows for orders to be placed using a "shop-by individual" feature which provides an administrator the ability to place a large bulk uniform order and segment the order down to the individual employee level, eliminating the necessity to place a separate order for each employee.
- *Optional On-Line Order approval*
  - A customer may require all order or certain orders be approved by an Administrator prior to being processed. Galls eEquip allows for approval gates to be established from shipping to order dollar amount which are defined in the Uniform Program Profile. These orders remain in a "Hold for Approval" status until released by an Administrator. Galls eEquip provides information on these orders to the Administrators through system generated approval emails sent to the Administrator which allows the order to be approved through the links provided in the email, or on the Administrator's user dashboard on the website.
  - Upon order approval, the order is released to the back-office system for fulfillment. Denied orders assume a "denied" status, and are not released to the back-office system.
- *Administrator Site Maintenance and Task Management*
  - Allows customer's website administrator to add/remove product as needed
  - Customers can make changes effective immediately or request a quote from a sales associate

- Customer administrators may also submit work requests through eEquip Task Management software so that requests are visible through a workflow and accompanied by automatic email updates
- *Integrated with Galls ERP system*
  - The system is integrated with Gall's order fulfillment system, to include functionality in the areas of distribution, inventory control, production planning and stock replenishment, as well as accounting support.
  - When an order is placed in the system, it is passed directly to the distribution system for fulfillment of the order. As the order makes its way through the fulfillment process, the system is updated: 1) to confirm that the order was successfully received into the distribution system, 2) when the order is in process, and 3) when shipment is made. Shipment quantities and shipment dates are included in the data passed to the system from the distribution system.
  - As a result of the system order being passed to our back-office systems, our perpetual inventory is allocated/depleted. Our production-planning module recognizes the inventory depletion, and if warranted, triggers the stock replenishment process.
- *Flexible, On-Demand Management Reporting*
  - Galls eEquip provides flexible, on-demand reporting with output into Excel .xls or Excel .xlsx, which allows for easy review and manipulation of the data output by the Administrators. The reporting can be sent directly to the requestors email or reviewed from the reports dashboard.
  - Available reports include:
    - Allotment Report
    - Order History Sales report
    - Itemized Sales report
    - Allotment Activity Report
    - Unit Allotment Activity Report
    - Backorder Report
    - Dropship Report
  - Within the various report offerings, the user may specify parameters such as date ranges, open or closed orders, or limit report data to a specific location or department, as applicable to the report.
- *Customer management of employees*
  - Galls eEquip system allows for department Administrators to have the ability to assign new users to the website, update user profiles, Shop-By Location, etc. should the customer chose the manager their own employee access to the website.
- *Customer management of inventory*
  - Galls eEquip provides a tool to track the customer's on-site inventory purchased by Galls as well as outside vendors.
  - The inventory management tool also allows Administrators to issue items to individuals, track those issues, and track return status of items. This gives administrators a

convenient place to create a history for all users and what items they may have in their possession.

- 4 Major Components:
  - Inventory Management—
    - Build custom inventory assortment, tree structure with branch/leaf design like UP assortment
    - Load SKUs from Uniform Program or load items received in via Non-Galls Receiving
    - Manually load inventory or push inventory in via Galls/Non-Galls Receiving
  - Serial Number/Expiration Tracking
    - Allows administrators to input the number of serial numbers to capture on an item and expiration in months
    - Users and administrators receive automatic notifications in advance of expiration dates
    - System is adaptable with standard UPC scanners and signature pads for quicker serial number entry and item issuing
  - Galls Receiving
    - Receive orders in to inventory that have been closed in GQ and designate assortment to load in to—inventory auto-loads
    - Receive orders in and “set-aside” for individuals so that they are not shown in “active” inventory under the Inv. Mgmt. tool
    - Order management dashboard that will allow quartermaster employees to receive in orders and notify users when their items are ready for pickup
  - Non-Galls Receiving
    - Manually receive in non-Galls order, can designate a receive date, vendor, vendor code, item number, description, qty, and assortment—inventory auto-loads to designated assortment to Inv. Mgmt tool
  - Agency Issues
    - Issue items to individuals, capture signature upon receipt by individual
    - Can return items from individuals and designate if “damaged” or “reusable” with “reusable” returns auto-loading back in to the Inv. Mgmt. tool
    - Reporting available on this feature
- *Budget Tracking*
  - Allows customers to load a blanket purchase order to their site
  - Customer can assign a start/end date of the purchase order, amount that cannot be exceeded, and set low balance thresholds that will alert finance users that a new PO will need to be requested, generated, and loaded on to the site
  - The system will block orders that may cause the PO to be exceeded

- **Quote Management**
  - Galls eQuip provides a tool to allow customers to generate their own quotes in order to obtain purchase orders
  - Items going on the quote will need to be pre-loaded on to the site
  - This tool is helpful for agencies who have to submit quotes to their finance departments in order to obtain purchase orders, even if our pricing on eQuip is a constant, fixed price
- **Customer Onboarding Team and Process**
  - Customers who sign on with Galls for their eQuip programs will be provided with a dedicated program specialist who will assist in gathering program requirements, build out of the program, launch, and post-launch support
  - This team will assist with training materials when needed and give the customer a point of contact for the duration of the build-out

#### **System Availability, Security and Technical Information**

- System is available 24x7
- Compatible with mobile devices via custom mobile experience
- Minimal service outages for maintenance/upgrades – scheduled to 4x per year, with emergency outages being communicated as soon as possible.
- System is based on IBM iSeries POWER 8 Technology
  - <http://www-03.ibm.com/systems/i/index.html>
  - Data Center includes multiple LPARs
  - Utilize Replication as a Service with a managed service partner who provides us with a similarly configured iSeries within their data center
- System utilized IBM DB2 for data base
  - <http://www-03.ibm.com/systems/i/software/db2/index.html>
- System Security – Our Data Center is kept protected and secure
  - iSeries is housed in an internal Data Center that is protected via card entry scanning and video surveillance equipment
  - Our partner utilizes a similar configuration but also uses biometric scanning as an additional layer of protection
- Data Security and Protection
  - Utilize a layered approach that includes Next Gen firewalls along with DDoS protection, web application firewall, and SSL certificates
  - All secure web traffic is done using Verisign (Symantec) 2048 bit public key and SSL certificate 256 bit
  - Network is segmented and we are deploying Rate Limiting technology
- The system is designed to allow for a minimum doubling in size/volume of the business without requiring any upgrades

