

REQUEST FOR PROPOSAL

RFP COVER SHEET

Administrative Information

RFP Number	005-RFP-0371-2023	Title of RFP	Iowa State Patrol Uniform
Agency	Iowa Department of Administrative Services (DAS) on behalf of the Iowa State Patrol		
Number of years of the initial term of the contract	1	Number of possible annual extensions	5
State Issuing Officer: Julie Janssen, 515-240-2698, Julie.Janssen@iowa.gov			
PROCUREMENT TIMETABLE—Event or Action			Date/Time (Central Time)
State Posts Notice of RFP on TSB website			April 5, 2023
State Issues RFP			April 7, 2023
RFP written questions, requests for clarification, and suggested changes from Respondents due			April 17, 2023 2:00 PM
Follow-up RFP written questions, requests for clarification, and suggested changes from Respondents due (no questions accepted or responded to after this date)			April 24, 2023 2:00 PM
Proposals Due			May 5, 2023 3:00 PM
Relevant Websites			
Internet website where Addenda to this RFP will be posted http://bidopportunities.iowa.gov and IMPACS Electronic Procurement System .			
Internet website where contract terms and conditions are posted https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20services.pdf https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20goods.pdf			
Firm Proposal Terms			
The minimum number of days following the deadline for submitting proposals that the Respondent guarantees all proposal terms, including price, will remain firm is 120 Days.			

SECTION 1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposals (RFP) is to solicit proposals from Responsible Respondents to provide the Iowa State Patrol Uniform identified on the RFP cover sheet and further described in Section 4 of this RFP to the Agency identified on the RFP cover sheet. The Agency intends to award a Contract(s) for the initial period identified on the RFP cover sheet, and the Agency, in its sole discretion, may extend the Contract(s) for up to the number of annual extensions identified on the RFP cover sheet.

1.2 Definitions

For the purposes of this RFP and the resulting contract, the following terms shall mean:

“Agency” means the agency identified on the RFP cover sheet that is issuing the RFP and any other agency that purchases from the Contract.

“Contract” means the contract(s) entered into with the successful Respondent(s) as described in Section 6.1.

“Contractor” means the awarded business/person to provide the contractual services agreed upon.

“Deliverable” means the completion of a milestone or accomplishment of a task.

“General Terms and Conditions” means the General Terms and Conditions for Services Contracts as referenced on the RFP cover page.

“Proposal” means the Respondent’s proposal submitted in response to the RFP.

“Respondent” means the company, organization or other business entity submitting a proposal in response to this RFP.

“Responsible Respondent” means a Respondent that has the capability in all material respects to perform the scope of work and specifications of the Contract. In determining whether a Respondent is a Responsible Respondent, the Agency may consider various factors including, but not limited to, the Respondent’s competence and qualifications to provide the goods or services requested, the Respondent’s integrity and reliability, the past performance of the Respondent and the best interest of the Agency and the State.

“Responsive Proposal” means a Proposal that complies with the material provisions of this RFP.

“RFP” means this Request for Proposals and any attachments, exhibits, schedules or addenda hereto.

“State” means the State of Iowa, the Agency, and all state agencies, boards, and commissions, and any political subdivisions making purchases from the Contract as permitted by this RFP.

1.3 Overview of the RFP Process

This RFP is designed to provide Respondents with the information necessary for the preparation of competitive Proposals. The RFP process is for the Agency's benefit and is intended to provide the Agency with competitive information to assist in the selection process. It is not intended to be comprehensive. Each Respondent is responsible for determining all factors necessary for submission of a comprehensive Proposal.

Respondent should review Request for Confidentiality, for more information if its Proposal contains confidential information. Any Proposal marked "Confidential" or "Proprietary" on every page may be disqualified.

It is the Agency's intention to evaluate Proposals from all Respondents that submit timely Responsive Proposals, and award the Contract(s) in accordance with evaluation and selection criteria provided in this RFP.

1.4 Objectives

The Iowa State Patrol (ISP) is a division of the Iowa Department of Public safety and is seeking eligible respondents who can provide law enforcement uniforms for their current and newly graduated sworn officers and troopers and vendor inventory management. ISP currently has 400 soon to be 500 troopers.

Future state for ISP is to anticipate 2 academies each year. There are scheduled 2 academies in one year (1 - 10 week academy and 1- 20 week academy). ISP anticipate 30 students to enter each academy, but current state has been 12-22 students attending and 9-18 students graduating. The number of students is fluid but average is 15 students each academy.

Uniform orders shall be placed as followed by ISP:

- Winter Uniforms – order placement by May 31 for September 30 delivery
- Summer uniforms – order placement by October 31 for February 28 delivery
- Academy Graduation Uniforms – order placement during academy with delivery 4 weeks prior to graduation ceremony.
- Special Order uniforms – orders placed as necessary with delivery within 90 days.

ISP currently manages their own inventory of uniforms. The current inventory for both new and salvage clothing is worth:

- New \$95,789.09
- Salvage \$83,513.31

1.5 Background

Iowa State Patrol switched to the current worn uniform in 1971. ISP has kept the same specifications for over 50 years. ISP is not considering any changes to uniform specification at this time. Changing any specifications would have a significant financial impact on the division at this time. The uniforms will be the same design as the current uniform to maintain consistency. Information about the design and construction of the uniforms can be found in Appendices A-O.

ISP badge artwork and placement of badges on uniforms can be found on Appendix H.

The last 3 years of sales ISP uniforms can be found in Appendix J. The last 12 months of sales is estimated to be closer to future state ISP prefers to keep more uniforms in stock for prior certified academies and ISP will be outfitting 100 new officers this year as well.

The State of Iowa Department of Public Safety (DPS) had previously entered into an agreement with Carpenter Uniform for the Contractor to perform Vendor Managed Inventory (VMI) of the State's new/ unused Iowa State Patrol uniforms consisting of Men's and Women's Short and Long Sleeve Shirts, and Trousers which will be kept in inventory and managed at the Vendor's location in Des Moines. Contractor was to be responsible for all aspects related to: inventory, replenishment, tailoring, altering, storing while protecting from damage, and utilizing just in time inventory principles to the full measure practical.

The incumbent Contractor does not provide these services.

Appendices included in this Request for Proposal to assist the vendor in preparing a response:

- **Appendix A ISP Men's Trouser Military Fit Flex Waist Specs 02-09-23**
- **Appendix B ISP Men's Short Sleeve Shirt Standard and Military Fit Specs 2-9-23**
- **Appendix C ISP Men's Long Sleeve Shirt Standard and Military Fit Specs 2-9-23**
- **Appendix D ISP Women's Trouser Standard Fit Flex Waist Specs 02-09-23**
- **Appendix E ISP Women's Short Sleeve Shirt Standard Fit Specs 2-9-23**
- **Appendix F ISP Women's Long Sleeve Standard Fit Shirt Specs 2-9-23**
- **Appendix G ISP UNIFORM FABRIC SPECIFICATIONS -2-9-23**
- **Appendix H ISP Emblem Placement-1**
- **Appendix I Iowa State Patrol Emblems-2-9-23**
- **Appendix J- IOWA STATE PATROL 2020-2022 DEMAND AND INVENTORY.2-9-23**
- **Appendix K - Salvage Uniform Inventory**
- **Appendix M- New Uniform Inventory**
- **Appendix N - PATCH-SERVICE STRIP PLACEMENT**
- **Appendix O – Official ISP Logo**

SECTION 2 ADMINISTRATIVE INFORMATION
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2.1 Issuing Officer

The Issuing Officer identified in the RFP cover sheet is the sole point of contact regarding the RFP from the date of issuance until a Notice of Intent to Award the Contract is issued.

2.2 Restriction on Communication

From the issue date of this RFP until a Notice of Intent to Award the Contract is issued, Respondents may contact only the Issuing Officer. The Issuing Officer will respond only to written questions regarding the procurement process. Questions related to the interpretation of this RFP must be submitted as provided in Section 2. Oral questions related to the interpretation of this RFP will not be accepted. Respondents may be disqualified if they contact any State employee other than the Issuing Officer about the RFP except that Respondents may contact the State Targeted Small Business Office on issues related to the preference for Targeted Small Businesses.

This section shall not be construed as restricting communications related to the administration of any contract currently in effect between a Respondent and the State.

2.3 Downloading the RFP from the Internet

The RFP and any addenda to the RFP will be posted at <http://bidopportunities.iowa.gov/> and [IMPACS Electronic Procurement System](#). The Respondent is advised to check the website periodically for addenda to this RFP, particularly if the Respondent downloaded the RFP from the Internet as the Respondent may not automatically receive addenda. It is the Respondent's sole responsibility to check daily for addenda to posted documents.

2.4 Procurement Timetable

The dates provided in the procurement timetable on the RFP cover sheet are provided for informational and planning purposes. The Agency reserves the right to change the dates. If the Agency changes any of the deadlines for Respondent submissions, the Agency will issue an addendum to the RFP.

2.5 Questions, Requests for Clarification, and Suggested Changes

Respondents are invited to submit written questions and requests for clarifications regarding the RFP. Respondents may also submit suggestions for changes to the specifications of this RFP. The questions, requests for clarifications, or suggestions must be in writing and received by the Issuing Officer on or before the date and time listed on the RFP cover sheet. Oral questions will not be permitted. If the questions, requests for clarifications, or suggestions pertain to a specific section of the RFP, Respondent shall reference the page and section number(s). The Agency will post written responses to questions, requests for clarifications, or suggestions received from Respondents. The Agency's written responses will become an addendum to the RFP. If the Agency decides to adopt a suggestion that modifies the RFP, the Agency will issue an addendum to the RFP.

The Agency assumes no responsibility for oral representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the RFP through an addendum.

2.6 Amendment to the RFP

The Agency reserves the right to amend the RFP at any time using an addendum. The Respondent shall acknowledge receipt of all addenda in its Proposal. If the Agency issues an addendum after the due date for receipt of Proposals, the Agency may, in its sole discretion, allow Respondents to amend their Proposals in response to the addendum.

2.7 Amendment and Withdrawal of Proposal

The Respondent may amend or withdraw and resubmit its Proposal at any time before the Proposals are due. The amendment must be in writing, signed by the Respondent and received by the time set for the receipt of Proposals. Electronic mail and faxed amendments will not be accepted. Respondents must notify the Issuing Officer in writing prior to the due date for Proposals if they wish to completely withdraw their Proposals.

2.8 Submission of Proposals

Respondent must submit Proposal in the State's [IMPACS Electronic Procurement System](#) before the "Proposals Due" date and time listed on the RFP cover sheet. **This is a mandatory specification and will not be waived by the Agency. Any Proposal received after this deadline will be rejected and returned unopened to the Respondent.** Respondents sending Proposals must allow ample upload time to ensure timely receipt of their Proposals. It is the Respondent's responsibility to ensure that the Proposal is received prior to the deadline. Electronic mail and faxed Proposals will not be accepted. There is a 50MB per file size limitation, but no limit to number of files. Plan accordingly.

Respondents must furnish all information necessary to enable the Agency to evaluate the Proposal. Oral information provided by the Respondent will not be considered part of the Respondent's Proposal unless it is reduced to writing.

2.9 Proposal Opening

The Agency will open Proposals after the deadline for submission of Proposals has passed. The Proposals will remain confidential until the Agency has issued a Notice of Intent to Award a Contract. See Iowa Code Section 72.3. However, the names of Respondents who submitted timely Proposals will be publicly available after the Proposal opening. The announcement of Respondents who timely submitted Proposals does not mean that an individual Proposal has been deemed technically compliant or accepted for evaluation.

2.10 Costs of Preparing the Proposal

The costs of preparation and delivery of the Proposal are solely the responsibility of the Respondent.

2.11 No Commitment to Contract

The Agency reserves the right to reject any or all Proposals received in response to this RFP at any time prior to the execution of the Contract. Issuance of this RFP in no way constitutes a commitment by the Agency to award a contract.

2.12 Rejection of Proposals

The Agency may reject outright and not evaluate a Proposal for reasons including, without limitation:

- 2.12.1** The Respondent fails to deliver the Cost Proposal as a separate file.
- 2.12.2** The Respondent acknowledges that a mandatory specification of the RFP cannot be met.
- 2.12.3** The Respondent's Proposal changes a material specification of the RFP or the Proposal is not compliant with the mandatory specification of the RFP.
- 2.12.4** The Respondent's Proposal limits the rights of the Agency.
- 2.12.5** The Respondent fails to include information necessary to substantiate that it will be able to meet a specification of the RFP as provided in Section 4 of the RFP.
- 2.12.6** The Respondent fails to timely respond to the Agency's request for information, documents, or references.
- 2.12.7** The Respondent fails to include proposal security, if required.
- 2.12.8** The Respondent fails to include any signature, certification, authorization, stipulation, disclosure or guarantee as provided in Section 4 of this RFP.
- 2.12.9** The Respondent presents the information requested by this RFP in a format inconsistent with the instructions of the RFP or otherwise fails to comply with the specifications of this RFP.
- 2.12.10** The Respondent initiates unauthorized contact regarding the RFP with a State employee other than the Issuing Officer.
- 2.12.11** The Respondent provides misleading or inaccurate responses.
- 2.12.12** The Respondent's Proposal is materially unbalanced. A Proposal in which line item prices are structured so that it is possible that the Respondent who appears to be low will not end up having the lowest overall cost to the State, due to high prices on particular line items.
- 2.12.13** There is insufficient evidence (including evidence submitted by the Respondent and evidence obtained by the Agency from other sources) to satisfy the Agency that the Respondent is a Responsible Respondent.
- 2.12.14** The Respondent is a "scrutinized company" included on a "scrutinized company list" created by a public fund pursuant to Iowa Code section 12J.3.

2.13 Nonmaterial Variances

The Agency reserves the right to waive or permit cure of nonmaterial variances in the Proposal if, in the judgment of the Agency, it is in the State's best interest to do so. Nonmaterial variances include but are not limited to, minor failures to comply that: do not affect overall responsiveness, are merely a matter of form or format, do not change the relative standing or otherwise prejudice

other Respondents, do not change the meaning or scope of the RFP, or do not reflect a material change in the specifications of the RFP. In the event the Agency waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP specifications or excuse the Respondent from full compliance with RFP specifications or other Contract specifications if the Respondent is awarded the Contract. The determination of materiality is in the sole discretion of the Agency.

2.14 Reference Checks

The Agency reserves the right to contact any reference to assist in the evaluation of the Proposal, to verify information contained in the Proposal and to discuss the Respondent's qualifications and the qualifications of any subcontractor identified in the Proposal.

2.15 Information from Other Sources

The Agency reserves the right to obtain and consider information from other sources concerning a Respondent, such as the Respondent's capability and performance under other contracts, the qualifications of any subcontractor identified in the Proposal, the Respondent's financial stability, past or pending litigation, and other publicly available information.

2.16 Verification of Proposal Contents

The content of a Proposal submitted by a Respondent is subject to verification. If the Agency determines in its sole discretion that the content is in any way misleading or inaccurate, the Agency may reject the Proposal.

2.17 Proposal Clarification Process

The Agency reserves the right to contact a Respondent after the submission of Proposals for the purpose of clarifying a Proposal. This contact may include written questions, interviews, site visits, a review of past performance if the Respondent has provided goods and/or services to the State or any other political subdivision wherever located, or requests for corrective pages in the Respondent's Proposal. The Agency will not consider information received from or through Respondent if the information materially alters the content of the Proposal or the type of goods and/or services the Respondent is offering to the Agency. An individual authorized to legally bind the Respondent shall sign responses to any request for clarification. Responses shall be submitted to the Agency within the time specified in the Agency's request. Failure to comply with requests for additional information may result in rejection of the Proposal.

2.18 Disposition of Proposals

All Proposals become the property of the State and shall not be returned to the Respondent. Once the Agency issues a Notice of Intent to Award the Contract, the contents of all Proposals will be public records and be available for inspection by interested parties, except for information for which Respondent properly requests confidential treatment according to exceptions provided in *Iowa Code Chapter 22* or other applicable law.

2.19 Public Records and Requests for Confidential Treatment

The Agency's release of public records is governed by Iowa Code chapter 22. Respondents are encouraged to familiarize themselves with Chapter 22 before submitting a Proposal. The Agency will copy and produce public records upon request as required to comply with Chapter 22 and will treat all information submitted by a Respondent as non-confidential records unless Respondent

requests specific parts of the Proposal be treated as confidential at the time of the submission as set forth herein **AND the information is confidential under Iowa or other applicable law.**

2.20 Copyright Permission

By submitting a Proposal, the Respondent agrees that the Agency may copy the Proposal for purposes of facilitating the evaluation of the Proposal or to respond to requests for public records. By submitting a Proposal, the Respondent consents to such copying and warrants that such copying will not violate the rights of any third party. The Agency shall have the right to use ideas or adaptations of ideas that are presented in Proposals.

2.21 Release of Claims

By submitting a Proposal, the Respondent agrees that it will not bring any claim or cause of action against the Agency or the State based on Respondent's misunderstanding concerning the information provided in the RFP or concerning the Agency's or the State's failure, negligent or otherwise, to provide the Respondent with complete, pertinent, or accurate information in this RFP, or for any failure to provide information that any Respondent might consider relevant for purposes of making a decision to submit a Proposal or to enter into any Contract resulting from this RFP.

2.22 Respondent Presentations

Respondents may be required to make a presentation. The determination as to need for presentations, and the location, order, and schedule of the presentations is at the sole discretion of the Agency. The presentation may include slides, graphics and other media selected by the Respondent to illustrate the Respondent's Proposal. The presentation shall not materially change the information contained in the Proposal.

2.23 Evaluation of Proposals Submitted

Proposals that are timely submitted and are not rejected will be reviewed in accordance with Section 5 of the RFP. The Agency will not necessarily award a Contract resulting from this RFP to the Respondent offering the lowest cost. Instead, the Agency will award the Contract(s) to the Responsible Respondent(s) whose Responsive Proposal the agency believes will provide the best value to the Agency and the State.

2.24 Award Notice and Acceptance Period

Notice of Intent to Award the Contract(s) will be sent to all Respondents submitting a timely Proposal and may be posted at the website shown on the RFP cover sheet. Negotiation and execution of the Contract(s) shall be completed no later than thirty (30) days from the date of the Notice of Intent to Award or such other time as designated by Agency. If the successful Respondent fails to negotiate and deliver an executed Contract by that date, the Agency, in its sole discretion, may cancel the award and award the Contract to the remaining Respondent the Agency believes will provide the best value to the State.

2.25 No Contract Rights until Execution

No Respondent shall acquire any legal or equitable rights regarding the Contract unless and until the Contract has been fully executed by the successful Respondent and the Agency.

2.26 Choice of Law and Forum

This RFP and the Contract shall be governed by the laws of the State of Iowa. Changes in applicable laws and rules may affect the award process or the Contract. Respondents are responsible for ascertaining pertinent legal requirements and restrictions. Any and all litigation or actions commenced in connection with this RFP shall be brought in the appropriate Iowa forum.

2.27 Preference

By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the state of Iowa. Preference application: Tied responses to solicitations, regardless of the type of solicitation, are decided in favor of Iowa products and Iowa-based businesses per 11 IAC 117.5(1)-(2), 117.12(4).

2.28 Restrictions on Gifts and Activities

Iowa Code Chapter 68B restricts gifts which may be given or received by State employees and requires certain individuals to disclose information concerning their activities with State government. Respondents are responsible to determine the applicability of this Chapter 68B to their activities and to comply with its requirements. In addition, pursuant to *Iowa Code section 722.1*, it is a felony offense to bribe or attempt to bribe a public official.

2.29 No Minimum Guaranteed

The Agency does not guarantee any minimum level of purchases under the Contract.

2.30 Post Solicitation Debriefing

A debriefing is available to any Respondent who submitted a proposal in response to this RFP. Respondent shall submit a written request for a debriefing to the Issuing Officer via email or other delivery method. All Respondents will be accorded fair and equal treatment with respect to its opportunity for debriefing. The debriefing shall be scheduled by the Agency as soon as practicable after the receipt of debriefing request.

2.31 Appeals

A Respondent whose Proposal has been timely filed and who is aggrieved by the Notice of Intent to Award of the Department may appeal the decision by emailing a written notice of appeal (in accordance with 11—Chapter 117.20, Iowa Administrative Code) to the Director of the Department of Administrative Services and carbon copy to the Issuing Officer. The notice must be filed within five (5) days of the date of the Notice of Intent to Award issued by the Department, exclusive of Saturdays, Sundays, and legal state holidays. The written notice may be filed by fax transmission to 515.725.2064. The notice of appeal must clearly and fully identify all issues being contested by reference to the page, section and line number(s) of the RFP and/or the Notice of Intent to Award. A notice of appeal may not stay negotiations with the apparent successful Respondent.

SECTION 3 FORM AND CONTENT OF PROPOSALS

3.1 Instructions

These instructions describe and define the format and content of the Proposal. They are designed to facilitate a uniform review process. Failure to adhere to the Proposal format may result in the rejection of the Proposal.

3.1.1 The Proposal shall be divided into two parts: (1) the Technical Proposal and (2) the Cost Proposal. The Technical Proposal and the Cost Proposal shall be labeled as such as separate files. The files shall be labeled with the following information:

005-RFP-0371-2023 – Respondent Name –Technical Proposal

005-RFP-0371-2023 – Respondent Name –Cost Proposal

3.1.2 Files must be attached to Respondents submission in the State’s [IMPACS Electronic Procurement System](#).

3.1.3 If the Respondent designates any information in its Proposal as confidential pursuant to Section 2, the Respondent must also submit public copy Proposal from which confidential information has been excised as provided in Section 2 and which is marked “Public Copy”.

005-RFP-0371-2023– Respondent Name – Public Copy

3.1.4 Proposals shall not contain promotional or display materials.

3.1.5 Attachments shall be referenced in the Proposal.

3.1.6 If a Respondent proposes more than one solution to the RFP specifications, each shall be labeled and submitted in a separate Proposal and each will be evaluated separately.

3.2 Scored Technical Proposal

Any information provided in the Technical Proposal is subject to consideration for consideration, evaluation, and scoring. The following documents and responses shall be included in the Technical Proposal in the order given below:

Exhibit 1 - Transmittal Letter (Required)

An individual authorized to legally bind the Respondent shall sign the transmittal letter. The letter shall include the Respondent’s mailing address, electronic mail address, fax number, and telephone number.

Exhibit 2 - Executive Summary

The Respondent shall prepare an executive summary and overview of the goods and/or services it is offering, including all of the following information:

- Statements that demonstrate that the Respondent has read and understands the terms and conditions of the RFP including the Contract provisions in Section 6.
- An overview of the Respondent’s plans for complying with the specifications of this RFP.
- Any other summary information the Respondent deems to be pertinent.

Exhibit 3 - Firm Proposal Terms

The Respondent shall guarantee in writing the goods and/or services offered in the Proposal are currently available and that all Proposal terms, including price, will remain firm for the number days indicated on the RFP cover sheet following the deadline for submitting Proposals.

Exhibit 4 - Respondent Background Information

The Respondent shall provide the following general background information:

- Does your state have a preference for instate Contractors? Yes or No. If yes, please include the details of the preference.
- Name, address, telephone number, fax number and e-mail address of the Respondent including all d/b/a's or assumed names or other operating names of the Respondent and any local addresses and phone numbers.
- Form of business entity, e.g., corporation, partnership, proprietorship, or LLC.
- Copy of W-9.
- State of incorporation, state of formation, or state of organization.
- The location(s) including address and telephone numbers of the offices and other facilities that relate to the Respondent's performance under the terms of this RFP.
- Number of employees.
- Type of business.
- Name, address and telephone number of the Respondent's representative to contact regarding all contractual and technical matters concerning the Proposal.
- Name, contact information and qualifications of any subcontractors who will be involved with this project the Respondent proposes to use and the nature of the goods and/or services the subcontractor would perform.
- Respondent's accounting firm.
- Awarded Respondent will be required to register to do business in Iowa before payments can be made.
- For Contractor registration documents, go to:
<https://das.iowa.gov/procurement/vendors/how-do-business>

Exhibit 5 - Experience

The Respondent must provide the following information regarding its experience:

- Number of years in business.
- Number of years of experience with providing the types of services sought by the RFP.
- The level of technical experience in providing the types of services sought by the RFP.
- A list of all goods and/or services similar to those sought by this RFP that the Respondent has provided to other businesses or governmental entities.
- Provide the number of years of active purchases with Raeford Mills, Inc.
- Letters of reference from three (3) previous or current customers or clients knowledgeable of the Respondent's performance in providing goods and/or services similar to the goods and/or services described in this RFP and a contact person and telephone number for each reference.

Exhibit 6 - Termination, Litigation, and Debarment

The Respondent must provide the following information for the past five (5) years:

- Has the Respondent had a contract for goods and/or services terminated for any reason? If so, provide full details regarding the termination.
- Describe any damages or penalties assessed against or dispute resolution settlements entered into by Respondent under any existing or past contracts for goods and/or services. Provide full details regarding the circumstances, including dollar amount of damages, penalties and settlement payments.

- Describe any order, judgment or decree of any Federal or State authority barring, suspending or otherwise limiting the right of the Respondent to engage in any business, practice or activity.
- A list and summary of all litigation or threatened litigation, administrative or regulatory proceedings, or similar matters to which the Respondent or its officers have been a party.
- Any irregularities discovered in any of the accounts maintained by the Respondent on behalf of others. Describe the circumstances and disposition of the irregularities. Failure to disclose these matters may result in rejection of the Proposal or termination of any subsequent Contract. The above disclosures are a continuing requirement of the Respondent. Respondent shall provide written notification to the Agency of any such matter commencing or occurring after submission of a Proposal, and with respect to the successful Respondent, following execution of the Contract.

Exhibit 7 - Criminal History and Background Investigation

The Respondent hereby explicitly authorizes the Agency to conduct criminal history and/or other background investigation(s) of the Respondent, its officers, directors, shareholders, partners and managerial and supervisory personnel who will be involved in the performance of the Contract.

Exhibit 8 - Acceptance of Terms and Conditions

By submitting a Proposal, Respondent acknowledges its acceptance of the terms and conditions of the RFP and the General Terms and Conditions without change except as otherwise expressly stated in its Proposal. If the Respondent takes exception to a provision, it must identify it by page and section number, state the reason for the exception, and set forth in its Proposal the specific RFP or General Terms and Conditions language it proposes to include in place of the provision. If Respondent's exceptions or responses materially alter the RFP, or if the Respondent submits its own terms and conditions or otherwise fails to follow the process described herein, the Agency may reject the Proposal, in its sole discretion.

Exhibit 9 – Mandatory Specifications

The Respondent shall answer whether or not it will comply with each specification in **Section 4** of the RFP. Where the context requires more than a yes or no answer or the specific specifications so indicates, Respondent shall explain how it will comply with the specification. Merely repeating the **Section 4** specifications may be considered non-responsive and result in the rejection of the Proposal. Proposals must identify any deviations from the specifications of the RFP or specifications the Respondent cannot satisfy. If the Respondent deviates from or cannot satisfy the specification(s) of this section, the Agency may reject the Proposal.

Exhibit 10 – Iowa State Patrol Uniform Description

- Provide detailed list(s) of uniform items available that meet the specifications for the uniforms listed in Appendices A-O.
- Describe their ability to provide Raeford Mills fabric for these uniform items.
- Describe their relationship with Raeford Mill.
- Describe the care label to be attached to the uniforms.

Exhibit 11 – Standard Sizes

- Provide a supply short, long sleeve shirts and trousers in standard, actual sizes indicated in the specifications.
- Provide list of the standard actual sizes of short and long sleeve shirts they can provide.

- Provide a list of the standard waist sizes and lengths up to 37 inch inseam of trousers they can provide.
- Explain the difference in standard and military/athletic sizing.

Exhibit 12 – Special Sizes

- Indicate if they can supply special order short and long sleeve shirts and trousers in sizes outside the specification(s) listed size range.
- List the special sizes they are able to provide required uniform items in.
- Indicate in cost proposal if there are any up charges for special sizes.

Exhibit 13 - Minimum Orders

- Indicate their minimum order for the uniform items listed in Appendices A-O.
- Indicate if minimum is per uniform item or total order.
- Explain why this minimum is required and if volume pricing is available for uniform items.

Exhibit 14 – Measurements

- Explain how they will retain and verify measurements for all troopers.
- Describe how they will keep the Agency updated with sizing information.
- Describe how they are retaining and verifying measurements for ISP officers and how they will communicate them to ISP.

Pre-order

- Explain how they will ensure the proper sizing of uniforms for all employees by measurement.
- Describe how they measure due to the specifications of the uniform items listed in Appendices A-O.
- List the number and name of the measurements that will be taken for pre-order.
- Describe how they will conduct measurements at the ISP troopers work location when requested by ISP.
- Explain how they will schedule these measurements.
- List the supply samples and sizes that will be provided at the time for ISP troopers to try on.

Post-order

- Describe how they will ensure the proper fit of all uniforms after delivery.
- Describe how they will conduct fit tests at the ISP employees work location when requested by ISP Supply Section.
- Explain how any uniforms requiring tailoring or alterations shall be retrieved, altered, tailored and delivered back to the trooper.
- Detail the estimated timeline.

Academy measurements

- Describe how they will ensure the proper measuring and proper fit of all uniforms for Academy classes for Iowa State Trooper cadets for their graduation and duty assignments.
- Describe how they will communicate with Agency contract to schedule measurement and fit tests for the academies.
- Describe timeline to provide and complete onsite measuring.

Exhibit 15- Embellishment, Patches, Tailoring and Alterations

- Describe the services they provide for embroidery, embellishment, screen printing, and patch application, tailoring and alterations. All pricing for these services shall be included in the cost proposal.
- Indicate how errors made in application by the Respondent will be corrected.
- Describe how errors made by the ordering Agency will be corrected.

Exhibit 16 – Ordering

- Describe how the order processing works for the ISP uniforms.
- Indicate when quotes and proofs are required and how they are communicated.
- Indicate how orders will be received and the different available/preferred electronic options. (Website, email, fax, phone).
- Indicate how order confirmations are received by Agency end user.
- Indicate the timeframe from order receipt to order confirmation.
- Indicate if order forms are available for these uniforms.
- Describe how they will communicate with ISP before large orders and keep inventory at agreed upon levels.

Exhibit 17 – Iowa Locations

- Provide the address of their Iowa location within 40 miles of the Oran Pape State Office Building.
- Include the location of their Iowa locations.
- Provide the availability of the local Iowa location to ISP to meet their need to send sworn officers to the location for immediate uniform needs.
- Describe local Iowa staffing and personnel.
- Indicate if their facility within the Des Moines Metro area includes the ability to provide tailoring and alterations as needed to each garment.

Exhibit 18 – Production Facility

- Describe how they have the necessary production facility to accommodate the uniform requirements of ISP in a timely manner and in full accordance with the material specifications of the attached Appendices A-O.
- Provide their closest distribution center location.

Exhibit 19 – Post Award, Pre-Production Measured Samples

- Explain how they will provide a sample of Iowa State Patrol uniform consisting of 1 short sleeve shirt, 1 long sleeve shirt and, 1 pair of trousers for men pursuant to the specification requirements based upon actual measurement of a trooper located in the Des Moines, Iowa.
- Explain how they will ensure the sample uniform items meet the specification listed in Appendices A-O.
- Explain how they will correct the issue if the samples do not meet with satisfaction by the ISP.
- Include cost for these sample items in the cost proposal.

Exhibit 20 – Inventory

- Describe how and where they will carry an inventory of fabric and standard sizes (most popular sizes) as determined by mutual agreement with the ISP based upon history need and officer measurements.

- Describe how the inventory may be adjusted and how usage is tracked.
- Describe how this adjustment and tracking will be shared and communicated with ISP.
- Indicate at which State of Iowa location the inventory shall be maintained.
- See **Appendices J, K and M** for a list of inventory items which the vendor must keep sizes in inventory and maximum inventory quantities for those items that Respondent must keep in stock and be available locally.
- Explain how they will keep 80% of the previous 12 months items ordered in stock.
- Describe process to remove discontinued items and adding new items to this inventory based on mutual agreements.
- Describe how they will communicate any changes to fabric, materials, design or construction to garments or related items.

Exhibit 21 – Inventory Management and Quarter Master System

- Respondent shall describe how they will manage all aspects related to:
 - Inventory
 - Replenishment
 - Tailoring
 - Altering
 - Storing while protecting from damage
 - Utilizing just in time inventory principles to the full measure practical.
- Explain how they will ensure they are carrying a minimum inventory of the most popular standard sizes and how that will be mutually agreed upon with ISP.
- Describe how they will work with ISP to create an initial inventory level to be stocked at Respondents Iowa location closest to Des Moines after the first uniform order is placed.
- Explain how inventory may be adjusted and how that inventory is tracked.
- Describe their communication process with ISP before large orders are placed and what ISP needs to provide to Respondent for successful fulfillment.
- Describe how they utilize Just in Time ordering and other best practices to aid in maintaining minimum inventory.
- Explain how upon termination or expiration of the Contract the finished goods inventory totals will be communicated to ISP/DPS.
- Indicate at what discount the finished goods will be available to ISP/DPS for purchase.
- Indicate what amount the State will be responsible for purchasing the finished goods inventory from Respondent.
- Explain what amount of inventory the Respondent considers appropriate for a buyout if Contract expires or is not renewed. Indicate if this is a total dollar amount or if this is a number of inventory items.
- Describe how renewal and rebid processes will affect the inventory management process.
- Describe how ISP/DPS will collaborate to minimize on hand inventory for items that being phased out of the Inventory management.
- Describe their current practices for removing items in their inventory management programs.
- Describe how the inventory will be resolved if Contract is not renewed.

Exhibit 22 – Backorders and Returns

- Describe how backorder and returns processing works for the ISP uniforms.

- Indicate when and how backorder notifications are required and how they are communicated.
- Indicate how returns will be accepted.
- Indicate how backorder order confirmations are received by Agency end user.
- Indicate the timeframe from Respondent notification to backorder notification to ISP.

Exhibit 23 – Delivery and Acceptance

- Indicate how they are going to meet FOB Destination Freight Prepaid mandatory requirement.
- Indicate the delivery dates after receipt of order.
- Describe what they consider acceptance.
- Indicate how deliveries will be communicated and the different available/preferred electronic options. (Website, email, fax, phone).
- Indicate how delivery confirmations are received by Agency end user.
- Describe if packing slips are included and what the packing slips include.
- Describe the process for returning any defective or items received in error.

Exhibit 24 – Website Ordering and Tracking

- Describe the website they are providing for ordering and tracking exclusive to the Department of Public Safety for this Contract.
- Indicate if website operates in real time.
- Describe what this website is capable including but not limited to:
 - placing orders
 - tracking shipments
 - providing on hand inventory availability
 - showing order status
 - Tracking employee information (past orders, sizing, etc..)
- Have a sample website that is currently operational for reference and review by the State.

Exhibit 25- Warranty

- Provide manufacturer and all warranty information for uniform items.
- Describe process for returning defective uniform items.

Exhibit 26 – Implementation Plan

- Describe recommended implementation strategy including on-site coordination and support services, ensuring best practice professional services.
- Identify any third party Respondents involved in Respondent’s implementation strategy and describe these relationships.
- Describe the skills and time required by State of Iowa personnel for initial installation and implementation of the proposed solution.
- Provide an estimate of State of Iowa staff time required to complete the installation.
- Describe the documentation provided with the implementation along with applicable costs for any additional documentation.
- Describe Respondent’s experience with projects similar in size.
- Describe the process, timetable and specific tasks involved in being operational by July 1, 2023. Include a detailed implementation plan and business plan or timeline. Be specific with regard to timing of significant tasks and responsibilities of the State of Iowa.
- Describe how you will transition the ISP from the current Contractor (proposed dates, etc.).

- If desired by the State of Iowa, can historical data be transferred from the previous Contractor? Is this process manual or electronic, please describe?

Exhibit 27 – Customer Service

Provide detailed information on your customer service program.

- Describe ongoing customer support plan.
- Describe plan for support of state staff and service levels.
- Describe response times.
- Describe Respondent’s communication plan. Include request tracking and status changes notification.
- Does Respondent have any staff requirements as it relates to timeliness in responding to client requests/questions?
- Describe the process Respondent employs when a client is dissatisfied with the service it has been provided.
- Describe your approach to training customer service representatives.
- How will representatives learn about the State of Iowa program specifics?
- What type of ongoing training is provided?

Designate the names, titles, location, telephone numbers, and email addresses of the following representatives of the company.

- The key individual representing your company during the proposal process
- The key individuals on your proposed implementation team
- The key individual who will be assigned overall contract management
- The key individual responsible for day-to-day service

Exhibit 28 - Performance Reviews

- Describe your approach to business reviews and performance reviews.
- Describe your current process to measure client satisfaction.
- Describe how you will distribute surveys to clients in order to determine if the services being provided are satisfactory.
- Provide an example client survey form.

Exhibit 29 – Optional Features

- Provide detailed information for any optional items that may be available.
- Indicate if they shall produce trousers allowing gusseted crotch be optional add-ons to the base trouser per the individual preference as approved by ISP.

3.3 Cost Proposal

The Respondent shall provide its Cost Proposal in a separate file for the proposed goods and/or services. All prices are quoted pursuant to the terms and conditions of this RFP. Respondent's Cost Proposal shall include an all-inclusive, itemized, total cost in U.S. Dollars (including all travel, expenses, etc. in prices) for the proposed services. All pricing to be FOB Destination, freight cost, and all expenses included; and based on Net 60 Days Payment Terms. Cost proposals must include the following:

- Provide any one time and recurring costs for uniform specifications listed in Appendices A-O. Recurring costs are to be for a 6-year period to cover initial term and extensions to contract.
- Tailoring, Alteration, Embellishment costs.
- Sample Items
- Any other costs associated with proposed uniforms and services.
- Inventory Management

3.3.1 Respondent Discounts

Respondents shall state in their Cost Proposals whether they offer any payment discounts, including but not limited to:

3.3.1.1 Prompt Payment Discount

The State can agree to pay in less than sixty (60) days if an incentive for earlier payment is offered.

3.3.1.2 Cash Discount

The State may consider cash discounts when scoring Cost Proposals.

SECTION 4 SPECIFICATIONS

Overview

The successful Respondent shall provide the goods and/or services to the State in accordance with the specifications and technical specifications as provided in this Section. The Respondent shall address each specification in this Section and indicate whether or not it will comply with the specification. If the context requires more than a yes or no answer or the section specifically indicates, Respondent shall explain how it will comply with the specification. Proposals must address each specification. Merely repeating the specifications may be considered non-responsive and may disqualify the Respondent. Proposals must identify any deviations from the specifications of this RFP or specifications the Respondent cannot satisfy. If the Respondent deviates from or cannot satisfy the specification (s) of this section, the Agency may reject the Proposal.

All items listed in this section are Mandatory Specifications. Respondents must indicate either **“yes”** or **“no”** to each specification in their Proposals and provide an explanation as to how the specification is met. By indicating **“yes”** a Respondent agrees that it shall comply with that specification throughout the full term of the Contract, if the Respondent is successful. In addition, if specified by the specifications or if the context otherwise requires, the Respondent shall provide references and/or supportive materials to verify the Respondent’s compliance with the specification. The Agency shall have the right to determine whether the supportive information and materials submitted by the Respondent demonstrate that the Respondent will be able to comply with the Mandatory Specifications. If the Agency determines the responses and supportive materials do not demonstrate the Supplier will be able to comply with the Mandatory Specifications, the Agency may reject the Proposal.

4.1 Respondent Requirements

- 4.1.1 Ability to confirm to the uniform specifications provided within Appendices A-0.
- 4.1.2 Ability to provide delivery of Uniforms to all locations within State of Iowa on all orders. All delivery charges are to be included in the cost proposal price by Respondent.
- 4.1.3 Have a distribution, retail, or sales location situated locally in the state of Iowa. This local presence shall be located within **40** miles (as determined by Google Maps) of the Oran Pape State Office Building at 215 E. 7th St, Des Moines IA 50319-0047 (located on the Des Moines Capitol Complex).

4.2 Uniform Requirements and Services

- 4.2.1 All fabric shall be Raeford Mills’ fabric and carry the Kaumograph mill trade mark (water mark) on all garments. The fabric for the trousers shall be ProBlend Style 645 and the shirts shall be ProBlend 573, complete specifications can be found in appendices A-O. All fabric shall meet standard shrinkage allowance of approximately 2%, be colorfast, and be considered first quality. The fabric used is to include a fashion clean finish, soil release that combines with color bright retention, have moisture absorbency and provide maximum comfort. All uniforms from the Respondent are subject to verification of Raeford Mill’s fabric.

- 4.2.2** Supply short and long sleeve shirts in standard, actual sizes indicated in the specifications in appendices A-O.
- 4.2.3** Supply special order short and long sleeve shirts and trousers in sizes outside the specification(s) listed size range.
- 4.2.4** Ensure that all garments have a care label permanently affixed giving the care instructions and must show the lot number, size, fiber content and WPL number of the garment. The label may also include the trooper's name, rank and other information ISP shall provide.
- 4.2.5** Ensure the proper sizing of uniforms for all employees by measurement shall be to the specification listed in appendices A-O.
- 4.2.6** Conduct pre-order measurements of employees as requested by the ISP Section at the employees work location (usually their assigned district post location).
- 4.2.7** Perform pre and post measurements for all Iowa State Trooper cadets for their graduation and duty assignment.
- 4.2.8** Retain and verify measurements for all troopers in electronic format.
- 4.2.9** Provide tailoring and alterations as needed, stocking, and selling patrol uniform pieces listed in this bid. The respondent may work with local vendors to provide this service if needed.
- 4.2.10** Delivery within 90-120 days of order placement by ISP.
- 4.2.11** Verify the fit of all trooper's uniform as requested by the Iowa State Patrol Supply Section at the employees work location (usually their assigned district post location) after delivery.
- 4.2.12** If the uniform is required to be altered during the post measurement, the Respondent shall perform the alteration and deliver the altered uniform to the trooper within 30 days of the post measurement.

4.3 Implementation

Upon award of a Contract for services the Agency shall negotiate an implementation schedule with the successful Respondent.

4.4 Managed Inventory/Quarter Master System

Respondent is to provide the following:

4.4.1 Perform Vendor Managed Inventory (VMI) of the State's new/ unused ISP uniforms consisting of Men's and Women's Short and Long Sleeve Shirts, and Trousers which will be kept in inventory and managed at the respondents local location to allow the ISP to send sworn officers to the location for immediate uniform needs.

4.4.2 Be responsible for all aspects related to: inventory, replenishment, tailoring, altering, storing while protecting from damage, and utilizing just in time inventory principles to the full measure practical.

4.5 Warranty

All materials shall be new, of current manufacture and shall carry the standard warranties prescribed for each specified fabric. Workmanship shall be accordance with standard practices of the trade. Garments must be fully warranted against defects for a minimum of ninety (90) days.

4.6 Sample items:

The respondents must provide a sample of Iowa State Patrol uniform consisting of one (1) short sleeve shirt, one (1) long sleeve shirt and, one (1) pair of trousers for men's pursuant to the specification requirements based upon actual measurement of a Trooper located in the Des Moines, Iowa.

Your contact to schedule the measurement at Public Safety is Heather Dixon (515-281-3391). This completed measured sample of items must meet the specifications in and sole satisfaction of the Department of Public Safety prior to the production of the Iowa State Patrol, purchase order for summer uniforms. The approved sample will be included in the purchase order quantity to allow for payment to the Respondent.

SECTION 5 EVALUATION AND SELECTION
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5.1 Introduction

This section describes the evaluation process that will be used to determine which Proposal(s) provides the greatest value to the State. Agency will not necessarily award the Contract to the Respondent offering the lowest cost to the Agency. Instead, the Agency will award to the Respondent whose Responsive Proposal the Agency believes will provide the best value to the State.

5.2 Evaluation Committee

The Agency will use an evaluation committee to conduct a comprehensive, fair, and impartial evaluation of Technical Proposals received in response to this RFP. The evaluation committee will recommend an award based on the results of their evaluation to the Agency or to such other person or entity that must approve the recommendation.

5.3 Technical Proposal Evaluation and Scoring

All Technical Proposals will be evaluated to determine if they comply with the Mandatory Specifications. The evaluation committee will fully evaluate and score all Responsive Proposals submitted by Responsible Respondents in accordance with this Section. In addition to other RFP requirements, to be deemed a Responsive Proposal, the Technical Proposal must:

- Answer “Yes” to all parts of Section 4 and include supportive materials as required to demonstrate the Respondent will be able to comply with the Mandatory Specifications in that section and
- Obtain the minimum score for the Technical Proposal. If a Technical Proposal does not meet the minimum score, it will be rejected and the Respondent’s Cost Proposal will not be evaluated.

An addendum identifying the points assigned to the scoring criteria and identifying the minimum score for the Technical Proposal will be posted prior to the RFP closing.

5.4 Cost Proposal Scoring

After the Technical Proposals are evaluated and scored, the Cost Proposals will be opened and scored.

The Cost Proposals will remain sealed during the evaluation of the Technical Proposals and any demonstrations. Only prospective Respondents who obtain the minimum score for their Technical Proposal will be considered during the cost evaluation phase of the review process. When a Technical Proposal does not meet the minimum score, the associated Cost Proposal will remain unopened and will be returned to the Respondents upon request after the Lead State issues a Notice of Intent to Award the Contract. After the Technical Proposals are evaluated and scored, the Cost Proposals will be opened and scored.

To assist the Agency in evaluating, Cost Proposals may be evaluated and points awarded as follows:

- 1) The Cost Proposals will be ranked from least to most expensive.
- 2) The least expensive Cost Proposal shall receive the maximum number of points available.

- 3) To determine the number of points to be awarded to all other Cost Proposals, the least expensive Cost Proposal will be used in all cases as the numerator. Each of the other Cost Proposals will be used as the denominator per the example below.
- 4) The percentage will then be multiplied by the maximum number of available points and the resulting number will be the cost points awarded to other compliant Respondents. Percentages and points will be rounded to the nearest whole value.

Example:

Respondent A quotes \$35,000; Respondent B quotes \$45,000 and Respondent C quotes \$65,000.

Respondent A: $\frac{\$35,000}{\$35,000}$ = receives 100% of available points on cost.

Respondent B: $\frac{\$35,000}{\$45,000}$ = receives 78% of available points on cost.

Respondent C: $\frac{\$35,000}{\$65,000}$ = receives 54% of available points on cost.

5.5 Tied Score and Preferences

- 5.5.1 An award shall be determined by a drawing when responses are received that are equal in all respects and tied in price. Whenever it is practical to do so, the drawing will be held in the presence of the Respondents who are tied in price. Otherwise the drawing will be made in front of at least three non-interested parties. All drawings shall be documented.
- 5.5.2 Notwithstanding the foregoing, if a tied score involves an Iowa-based Respondent or products produced within the State of Iowa and a Respondent based or products produced outside the State of Iowa, the Iowa Respondent will receive preference. If a tied score involves one or more Iowa Respondents and one or more Respondents outside the state of Iowa, a drawing will be held among the Iowa Respondents only.
- 5.5.3 In the event of a tied score between Iowa Respondents, the Agency shall contact the Iowa Employer Support of the Guard and Reserve (ESGR) committee for confirmation and verification as to whether the Respondents have complied with ESGR standards. Preference, in the case of a tied score, shall be given to Iowa Respondents complying with ESGR standards.
- 5.5.4 Second preference in tied scores will be given to Respondents based in the United States or products produced in the United States over Respondents based or products produced outside the United States.
- 5.5.5 Preferences required by applicable statute or rule shall also be applied, where appropriate.

SECTION 6 CONTRACT TERMS AND CONDITIONS

6.1 Contract Terms and Conditions

The Contract that the Agency expects to award as a result of this RFP shall comprise the specifications, terms and conditions of the RFP, written clarifications or changes made by the Agency to the RFP through an amendment to the RFP in accordance with the provisions of the RFP, the Terms and Conditions, the offer of the successful Respondent contained in its Proposal, and any other terms deemed necessary by the Agency. No objection or amendment by a Respondent to the provisions or terms and conditions of the RFP or the Terms and Conditions shall be incorporated into the Contract unless Agency has explicitly accepted the Respondent's objection or amendment in writing.

The Contract terms and conditions in this Section 6, the General Terms and Conditions to the extent referenced and linked to on the RFP cover page, and/or any Terms and Conditions attached to and accompanying this RFP as an attachment hereto, will be incorporated into the Contract. The Terms and Conditions may be supplemented at the time of contract execution and are provided to enable Respondents to better evaluate the costs associated with the RFP specifications and the Contract. All costs associated with complying with such Terms and Conditions should be included in any pricing quoted by the Respondent.

By submitting a Proposal, Respondent acknowledges its acceptance of the terms and conditions of the RFP and the Terms and Conditions without change except as otherwise expressly stated in its Proposal. If the Respondent takes exception to a provision, it must identify it by page and section number, state the reason for the exception, and set forth in its Proposal the specific RFP or Terms and Conditions language it proposes to include in place of the provision. If Respondent's exceptions or proposed responses materially alter the RFP, or if the Respondent submits its own terms and conditions or otherwise fails to follow the process described herein, the Agency may reject the Proposal, in its sole discretion.

The Agency will evaluate all Proposals without regard to any proposed modifications to any terms and conditions of the RFP or Terms and Conditions by Contractor. Once a Proposal has been identified as the one for which an Award recommendation has been made, but prior to notifying Respondents of the decision, the Agency, in its sole discretion, may consider any proposed modifications to the terms and conditions of the RFP or Terms and Conditions identified in that Proposal. The Agency reserves the right to either award a Contract(s) without further negotiation with the successful Respondent or to negotiate Contract terms with the successful Respondent if the best interests of the State would be served. As such, if any proposed modifications are not determined to be in the best interests of the State, or appear to pose a substantial impediment to reaching agreement, the Agency may, in its sole discretion:

- 6.1.1** Issue a Notice of Intent to Award in favor of the successful Respondent, but decline to agree to or further negotiate any proposed modifications to terms and conditions identified by the Respondent in its Proposal;
- 6.1.2** Issue a Notice of Intent to Award in favor of the successful Respondent, and identify in the Notice proposed modifications to terms and conditions identified by the Respondent in its Proposal with which the agency will or will not agree or further negotiate;

- 6.1.3** Enter open-ended negotiations with the successful Respondent; provided, that any such negotiations shall be limited to the proposed modifications to terms and conditions identified by Respondent in its Proposal;
- 6.1.4** Change the Agency's recommendation for Award and issue a Notice of Intent to Award to a Respondent whose proposal does not pose as great of a challenge to the Agency.

Any ambiguity, vagueness, inconsistency or conflict, either internal to such modification(s) or arising when read in conjunction with other portions of the Contract, shall be construed strictly in favor of the State. Only those proposed modifications identified in the Notice of Intent to Award issued by the Agency as terms and conditions with which the agency will or will not agree or further negotiate shall be part of the Contract, and the State may ignore all proposed modifications, accept one or more and ignore others, accept all or, through negotiations after an award, agree to compromise language concerning one or more proposed modifications to be incorporated into a final Contract between the parties. By executing and submitting its Proposal in response to this RFP, Respondent understands and agrees that the State may exercise its discretion not to consider any or all proposed modifications Respondent may request and may accept Respondent's proposal under the terms and conditions of this RFP and the Terms and Conditions.

6.2 Contractual Terms and Conditions – No Material Changes/Non-Negotiable

Notwithstanding anything in this RFP to the contrary, Respondent may not take exception to or propose including language in any resulting contract that conflicts with or is otherwise inconsistent with the following:

6.2.1 Indemnification

Without specific authority to do so, the State, or agencies, cannot enter into agreements indemnifying Respondents, or any other entity, against third-party claims. A clause that intends to seek indemnification from the State, whether or not the clause contains the words "indemnity" or "indemnify," are not clauses to which the State may agree. The State will not agree to clause that includes the language "to the extent permitted by law" because, as explained, the State cannot indemnify Respondents to any extent.

6.2.2 Limitation of Liability

Iowa Code section 8A.311(22) and 11 Iowa Admin. Code Chapter 120 establish the rules to allow for the State to agree to a contractual limitation of vendor liability clause in limited circumstances. Any request by Respondent for the State to limit damages not in accordance with Iowa law or administrative rules is a request with which the State cannot agree.

6.2.3 Jurisdiction and Venue

Iowa Code chapter 13 establishes that the Iowa Attorney General is the State's attorney for all purposes, including management of litigation and claims against the state. The State may not preempt the Attorney General's authority by agreeing in advance to control the way litigation may be managed in the event of a dispute. Likewise, the State cannot agree to the jurisdiction or laws of another state or its courts, cannot agree to venue in another state, and cannot agree to participate in any form of alternative dispute resolution.

6.2.4 Confidentiality

All Iowa state agencies are subject to Iowa public records laws. The State cannot agree to contractual terms that attempt to prevent it from disclosing or disseminating records that constitute public records under Iowa Code chapter 22.

6.2.5 Unliquidated Expenses (i.e., Attorney Fees, Add-ons, or Cost Increases)

The State may not agree to clauses which may obligate it to pay for claims that might exceed its current funding appropriation. The State may only obligate those funds that have been appropriated to it by the Iowa Legislative Assembly and may only obligate those funds for the purposes for which the funds were appropriated.

6.3 Special Terms and Conditions

6.3.1 Payment Terms

6.3.1.1 Payment Methods

The State of Iowa, in its sole discretion, will determine the method of payment for goods and/or services as part of the Contract. The State Pcard and EAP are preferred payment methods, but payments may be made by any of the following methods: Pcard/EAP, EFT/ACH, or State Warrant. Respondents shall indicate in their Cost Proposals all of the payment methods they will accept. **This information will not be scored as part of the Cost Proposal or evaluated as part the Technical Proposal.**

6.3.1.2 Electronic Funds Transfer (EFT) by Automated Clearing House (ACH)

The State of Iowa may make payment by EFT by ACH. Payments are deposited into the financial institution of the claimant's choice three working days from the issue date of the direct deposit.

https://das.iowa.gov/sites/default/files/acct_sae/man_for_ref/forms/eft_automation_form.pdf

6.3.1.3 State Warrant

The State of Iowa's warrant drawn on the Treasurer of State is used to pay claims against the departments of the State of Iowa. The warrant is issued upon receipt of proper documentation from the issuing department.

6.3.1.4 Credit card or ePayables

The State of Iowa's Purchasing Cards (Pcards) and ePayable solution (EAP) are commercial payment methods utilizing the VISA credit card network. The State of Iowa will not accept price changes or pay additional fees if Respondent uses the Pcard or EAP payment methods. Pcard-accepting Respondents must abide by the State of Iowa's Terms of Pcard Acceptance. Respondents must provide a statement regarding their ability to meet the requirements I this subsection, as well as identifying their transaction reporting capabilities (Level I, II, or III).

6.3.1.5 Terms and Conditions for State of Iowa Purchasing Cards

The State of Iowa shall pay Contractor's invoices using its Purchasing Card Program (Pcard) whenever possible. The Pcard is a VISA credit card issued by U.S. Bank to allow authorized employees to make purchases on behalf of the

State. It is a faster, more convenient alternative to traditional invoicing and remittance processing, allowing US Bank to pay the Contractor directly, generally within 48 hours of the transaction. Contractor shall comply with security measures for Pcard payments including:

6.3.1.5.1 Contractor shall comply with Payment Card Industry Data Security Standard (PCI DSS) to assure confidential card information is not compromised;

6.3.1.5.2 Contractor shall adhere to Fair and Accurate Credit Transactions Act requirements that limit the amount of consumer and account information shared for greater security protection;

6.3.1.5.3 Contractor shall not write down card numbers or store card information. When accepting orders by phone, Contractor shall process the transaction during the call and send itemized receipts (excluding card numbers) to the cardholder by fax, email, or mail (with delivery);

6.3.1.5.4 Contractor shall process payment for items when an order is placed only for items currently in stock and available for shipment, and only for services already rendered;

6.3.1.5.5 Contractor shall confirm that the name of purchaser matches the name on the card;

6.3.1.5.6 Contractor shall ensure Internet orders are processed via secure websites, featuring Verisign, TRUSTe, BBBOnline, or “https” in the web address;

6.3.1.5.7 Contractor shall shred any documentation with credit card numbers.

6.3.1.6 Payment Terms

Per Iowa Code 8A.514 the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a Contractor.

6.3.1.7 Respondent Discounts

Respondents shall state in their Cost Proposals whether they offer any payment discounts.

6.3.1.8 Prompt Payment Discount

The State can agree to pay in less than sixty (60) days if an incentive for earlier payment is offered.

6.3.1.9 Invoices

Any invoices submitted must comply with applicable rules concerning payment of claims, including but not limited to those set forth at Iowa Administrative Code chapter 11—41.

6.3.2 Insurance

The Contract will require the successful Respondent to maintain insurance coverage(s) in accordance with the insurance provisions of the General Terms and Conditions and of the type and in the minimum amounts set forth below, unless otherwise required by the Agency.

Type of Insurance	LIMIT	AMOUNT
General Liability (including contractual liability) written on an occurrence basis	General Aggregate Products – Comp/Op Aggregate Personal injury Each Occurrence	\$2 million \$1 Million \$1 Million \$1 Million
Automobile Liability (including contractual liability) written on an occurrence basis	Combined single limit	\$1 Million
Excess Liability, Umbrella Form	Each Occurrence Aggregate	\$1 Million \$1 Million
Errors and Omissions Insurance	Each Occurrence	\$1 Million
Property Damage	Each Occurrence Aggregate	\$1 Million \$1 Million
Workers Compensation and Employer Liability	As Required by Iowa law	A required by Iowa law

Acceptance of the insurance certificates by the Department shall not act to relieve Contractor of any obligation under this Contract. It shall be the responsibility of Contractor to keep the respective insurance policies and coverages current and in force during the life of this Contract. Contractor shall be responsible for all premiums, deductibles and for any inadequacy, absence or limitation of coverage, and the Contractor shall have no claim or other recourse against the State or the Department for any costs or loss attributable to any of the foregoing, all of which shall be borne solely by the Contractor. Notwithstanding any other provision of this Contract, Contractor shall be fully responsible and liable for meeting and fulfilling all of its obligations under this section of the Contract.

6.3.3 Performance Security

The Contract may require the Respondent to provide security for performance [e.g. performance bond, escrow, letter of credit, liquidated damages]. Agency shall retain ten percent (10%) of each payment due under the Contract. Agency shall pay the retained amount only after all Deliverables have been completed by Contractor and accepted by the Agency.

6.3.4 Quarterly Report

The Contractor shall provide an electronic detailed quarterly report on all sales made under this agreement within the State of Iowa via E-Mail to the Iowa Department of Administrative Services, Central Procurement, Attn: Issuing Officer Julie Janssen, Julie.Janssen@iowa.gov. The report file format shall be Microsoft Excel compatible format. The report at minimum shall include the date of sale, customer name and address, full product description, SKU Numbers, quantity, invoice number, unit and extended invoice prices. Respondent proposals must include a sample report and a description of the reporting that will be provided. The State reserves the right to request more detailed information (ad-hoc reporting) at any time and on an individual or specific basis for a specific product, department, time frame, or for a range of products, departments or time frames.

6.3.5 Administrative Fee

Without affecting the approved Good or Service prices or discounts specified in the Master Agreement, the State of Iowa shall be entitled to receive a one percent (1.00%) administrative fee on all sales made within the State of Iowa against this agreement. The administration fee due to the State of Iowa shall be paid quarterly by Contractor directly to the State, made payable to the "Iowa Department of Administrative Services – Central Procurement."

6.4 Order of Precedence

If there is a conflict or inconsistency between any documents comprising the Terms and Conditions, such conflict or inconsistency shall be resolved according to the following priority, ranked in descending order: (1) any terms and conditions specifically set forth in this Section 6 (Contract Terms and Conditions & Administration) under a subsection with a heading entitled Special Terms & Conditions; (2) the General Terms and Conditions for Services Contracts or Goods Contracts to the extent referenced and linked to on the RFP cover page the Contract; (3) if neither the General Terms and Conditions for Service Contracts or Goods Contracts are linked to on the RFP cover page, any terms and conditions attached to and accompanying this RFP as attachment 5 (Terms and Conditions); and (4) any terms and conditions specifically set forth in this Section 6 (Contract Terms and Conditions & Administration) set forth under a subsection with a title other than Special Terms & Conditions.

**Attachment#1
Response Check List**

RFP REFERENCE SECTION	RESPONSE INCLUDED	
	Yes	No
Technical Proposal		
Exhibit 1 - Transmittal Letter		
Exhibit 2 - Executive Summary		
Exhibit 3 - Firm Proposal Terms		
Exhibit 4 - Respondent Background Information		
Exhibit 5 - Experience		
Exhibit 6 - Termination, Litigation, and Debarment		
Exhibit 7 - Criminal History and Background Investigation		
Exhibit 8 - Acceptance of Terms and Conditions		
Exhibit 11 - Mandatory Technical Specifications		
Exhibit 12 – Iowa State Patrol Uniform Description		
Exhibit 13 - Standard Sizes		
Exhibit 14 – Special Sizes		
Exhibit 15 – Minimum Orders		
Exhibit 16 - Measurements		
Exhibit 17 – Embellishments, Patches, Tailoring and Alterations		
Exhibit 18 - Ordering		
Exhibit 19 – Iowa Locations		
Exhibit 20 – Production Facility		
Exhibit 21 – Post Award, Pre-Production Measured Samples		
Exhibit 22 - Inventory		
Exhibit 23 – Inventory Management and Quarter Master System		
Exhibit 24 – Backorders and Returns		
Exhibit 25 – Delivery and Acceptance		
Exhibit 26 – Website Ordering and Tracking		
Exhibit 27 - Warranty		
Exhibit 28 – Implementation Plan		
Exhibit 29 – Customer Service		
Exhibit 30 – Performance Reviews		
Exhibit 31 - Optional		
Public Copy of Technical Proposal with Confidential Information Excised (Optional)		
Cost Proposal		

ATTACHMENT #2

Payment Terms

Per Iowa Code § 8A.514 the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a vendor.

What discount will you give for payment in 15 days?

What discount will you give for payment in 30 days?

Cost Proposal

Contractor's Cost Proposal shall include an all-inclusive, itemized, total cost in U.S. Dollars (including all travel, expenses, etc. in prices). All pricing to be FOB Destination, freight cost and all expenses included; and based on Net 60 Days Payment Terms. The following template is required. Please use additional pages to provide any additional narrative support for the costing information.

Deliverable				Firm US Dollars
Item	Description	Item #	Colors/Sizes Available	\$
MENS SHORT SLEEVE SHIRT	Dacron Wool Shirt / Color: Brown / Fabric: Raeford 573-983			
MENS LONG SLEEVE SHIRT	Dacron Wool Shirt / Color: Brown / Fabric: Raeford 573-983			
MENS TROUSERS	Color: Pink Tan / Fabric: Raeford 645-437. Appendix A MENS TROUSERS Military Fit Flex Waist. REAR FLASHLIGHT POCKETS INCLUDED - located below rear hip pocket. Pockets are to be included during manufacturing and not added after complete. These may be included in male or female trousers. The Flashlight Pockets will be located below the rear hip pockets. One Flashlight Pocket will be located below right rear hip pocket and one will be located below left rear hip pocket. The pockets will have the following dimensions of 3-1/2" opening, 4.5" Wide Inside Pocket, 6.5" deep and be 5" below the rear hip pocket.			
LADIES SHORT SLEEVE SHIRT	Dacron Wool Shirt / Color: Brown / Fabric: Raeford 573-938			
LADIES LONG SLEEVE SHIRT	Dacron Wool Shirt / Color: Brown / Fabric: Raeford 573-983			
LADIES TROUSERS STANDARD FIT FLEX WAIST	Color: Pink Tan / Raeford 645-437. REAR FLASHLIGHT POCKETS INCLUDED - located below rear hip pocket. Pockets are to be included during manufacturing and not added after complete. These may be included in male or female trousers. The Flashlight Pockets will be located below the rear hip pockets. One Flashlight Pocket will be located below right rear hip pocket and one will be located below left rear hip pocket. The pockets will have the following dimensions of 3-1/2" opening, 4.5" Wide Inside Pocket, 6.5" deep and be 5" below the rear hip pocket.			
GUSSETED CROTCH	optional add on to trousers			
EXTRA LONG INSEAM	add on to trousers			
Alter Waist of Trouser (Take In or Out).				
Alter Shirts Bodies as Needed.				
Attach Hashmarks to long sleeve shirts.				
Attach Sergeant chevrons to shirts.				
Inventory Management				
Other Items				
Other Items				
Other Services				
Other Services				
Total Cost				

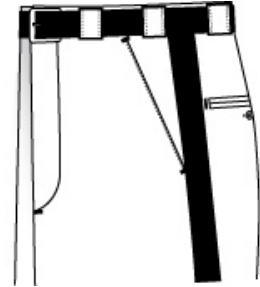
MEN'S TROUSER SPECIFICATIONS
ISP Men's Trousers, Military Fit, Flex Waist

FABRIC:

Content: 54% Polyester / 45% Wool / 1% Lycra
Weight: 16½ oz. per linear yard
Weave: Elastique
Color: Pink Tan

STYLE:

Trouser shall be manufactured from an up-to-date men's uniform trouser pattern. The trouser styling shall be T-1: plain front, two (2) quarter top front pockets, and two (2) hip pockets professionally finished with no visible topstitching. Work wear industrial style construction is unacceptable.



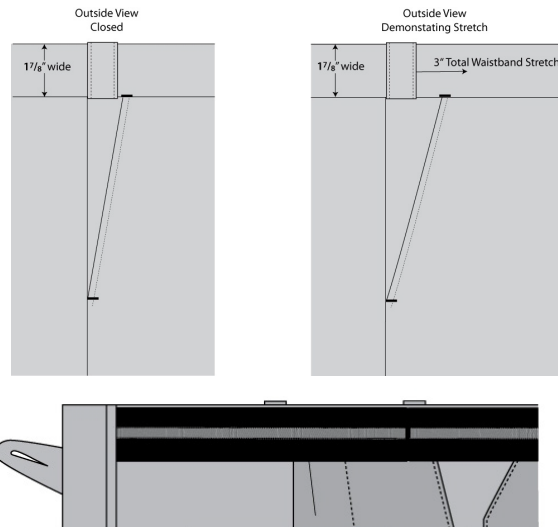
LINING MATERIAL:

The pocketing and fly lining material shall be 70% Polyester / 30% Cotton, 2.9 oz. per square yard (60" width) with a minimum 78 x 48 count. Pocketing must have a durable press finish and the color of the pocketing must be tan.

FREEDOM-FLEX WAISTBAND SYSTEM:

Trouser shall be made with a special Freedom-Flex Waistband System that will allow the wearer waist expansion of 2 1/2" to 3". The waistband shall measure a minimum of 1-7/8" wide when finished. The flexible expansion split portion of the waistband shall be to the front of the trouser side seam and there shall be a 3/4-inch wide side belt loop positioned to 'hide' the expansion split of the waistband.

The waistband curtain shall consist of two different styles for maximum waistband expansion to enhance wearer comfort, fit, and appearance. The front (to the expansion split) waistband curtain style shall consist of a 2-inch wide elastic section that incorporates Tru-Grip, a 1/2" surface area composed of thin 55 gauge rubber for maximum comfort and performance. The Tru-Grip acts to help keep shirts tucked in securely. (Use of a single silicone strip or strips instead of 1/2" wide rubberized surface area shall unacceptable.)



The back half of the trouser waistband curtain shall finish a minimum 2-1/8" wide and is to be made of black pocketing material and shall be attached to the top of the trouser with a zigzag stitch. The waistband curtain must also contain Tru-Grip and will line up with the Tru-Grip on the front of the expansion split. (Substitution of a silicone strip or strips in place of Tru-Grip shall not be acceptable).

The waistband curtain is composed of a wet laid non-woven canvas weighing 3.3 oz. per square yard. The canvas is covered in the same color and material as the pocketing. The ½" rubberized surface area is positioned 1-¼" up from the bottom of the curtain.

The specifications for the rubberized Tru-Grip curtain are as follows:

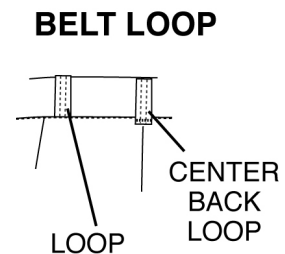
Width: 1-1/8-inch
Warp: 300 Denier Texturized Polyester
Filling: 300 Denier Texturized Polyester
Rubber: 55 Gauge
Count: 32-36 yarns per inch
Contents: 59% Polyester/41% Rubber

To complete the Freedom-Flex Waistband System, there shall be a 1-1/4" wide elastic component sewn into the back half of the waistband curtain to allow for the stretch and recovery of the waistband to comfortably fit the wearer's waist size. There shall be a bartack for strength and durability sewn at the stress point on the waistband where it joins the front elasticized waistband curtain joining stitching (positioned, on the waistband above the front pocket.)

The waistband closure shall be accomplished with one crush proof hook and eye centered on the waistband for wearer comfort. The hook and eye shall be reinforced with a 7/8" non-woven tape that is anchored with topstitching through and through to the top of the waistband (bartacks in place of topstitching shall be unacceptable). In addition to the stitching of the waistband when it is set onto the trouser, the waistband must also be topstitched below the waistband seam of the trouser to be finished to allow for alterations (with ample fabric and curtain material to allow trouser size to be increased at least one size). The outlet in the seat is to be proportional to the waist outlet so the seat may also be let out. Seat seam must be sewn with a tandem needle machine (double-needle stitch) for maximum stretch.

BELT LOOPS:

There shall be a minimum of seven belt loops 1 1/4" in width of double thickness. Each loop must have a non-woven interlining for added durability. All loops (except back center) must be sewn into the top and bottom of the waistband ("dropped" belt loops that are tacked to the outside of the trouser all around waist is not acceptable). The top of the belt loops (except back center) shall be sewn into the waistband curtain seam with a Rocap machine using a zigzag stitch. The bottom of the center back loop shall be tacked to the trouser and the top of the loop tacked to the outside of the waistband to allow for easier waist alteration.



POCKETS:

A specially designed front pocket shall be used so that it will expand and work in conjunction the Freedom-Flex Waistband System. There will be a ½-inch wide elastic attached to the front pockets and the waistband allowing for the recovery of the front pocket to wearer's most comfortable waist size position. The two (2) front pockets will be quarter top style with a minimum opening of 6" and a minimum depth of 5-3/4" measured from the bottom of the opening. Front pockets to have firm straight bartacks at top and bottom of pocket openings. Pockets shall be constructed using the stitch, turn, and topstitch method. Front pocket facing and barrier to be made of the basic trouser fabric. Facing shall be a minimum of 1" and barrier shall measure a minimum of 2" (measured to the inside edge of pocket lining).

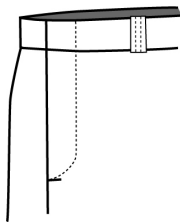
The two (2) hip pockets shall have a minimum 5-3/8" wide (bartack to bartack) opening and a minimum depth of 5-3/4" measured from the bottom of the pocket opening. Hip pockets shall be constructed using the double welt method on an automatic welt machine. The welts shall be finished in such a manner that there is no topstitching (topstitched hip pockets will be unacceptable). The corners of the hip pocket openings shall have straight bartacks for reinforcement (use of triangular bartacks will not be acceptable). Hip pocket facing to be made of basic trouser fabric and shall be a minimum of 3/4" and the barrier shall

also be made of the basic trouser fabric and to be a minimum of 1-1/2". The left hip pocket shall have a button located below the bottom welt corresponding in location of the buttonhole. There shall be a dart centered above each hip pocket to waistband. Dart shall be approximately 2-3/4" long tapered from 3/8" at waistband and shall be installed with automatic equipment for a clean non-puckered finish.

REAR FLASHLIGHT POCKETS INCLUDED - located below rear hip pocket. Pockets are to be included during manufacturing and not added after complete. These may be included in male or female trousers. The Flashlight Pockets will be located below the rear hip pockets. One Flashlight Pocket will be located below right rear hip pocket and one will be located below left rear hip pocket. The pockets will have the following dimensions of 3-1/2" opening, 4.5" Wide Inside Pocket, 6.5" deep and be 5" below the rear hip pocket.

FLY:

"J" STITCH Trouser shall have a brass metal zipper with memory lock brass slider secured by metal stopper at base. There shall be a French Fly tab closure on the inside of the right fly. The tab shall be double ply made of the basic trouser fabric (tabs made of pocketing material or a "grown on" French Fly will not be acceptable). The right fly shall be lined with the same fabric and color as the pocketing. The fly lining shall be sewn to the left fly continuing below the zipper into the crotch area in a neat and durable manner. A button shall be located on the left fly corresponding with the French Fly tab to provide a clean and comfortable closure. Topstitching of fly to be installed with automatic "J" stitch equipment eliminating puckering and providing a clean finish. There shall be a firm straight bartack at the bottom of the fly going through the zipper tape for maximum strength. Bartack shall line up with starting point of "J" stitch.



SEAT:

Seat must be sewn with a Tandem Needle Machine (double-needle stitch) for maximum durability.

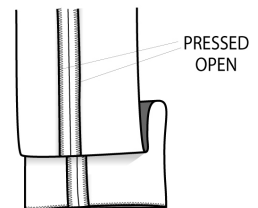
STRIPE:

Trousers shall have 1 1/4" stripe to the waistband sewn into the side seam made of black (645-561).

STITCHING, PRESSING & FINISHING:

Trouser must be stitched with matching thread. Trouser must be neatly pressed on Hothead Presses and properly shaped. Outseams and inseams are edge serged on automatic equipment for uniformity of quality and shall be pressed open for a smooth pucker-free finish with repeated cleaning and pressing. Trouser must be cleaned and finished to eliminate loose threads.

**SERGED
INSEAM/OUTSEAM
(INSIDE VIEW)**



LABELS:

Trouser must have a permanent label providing care instructions and small woven label indicating waist size. A removable paper ticket showing the size, fabric content, cut number, and WPL or RN number must be on the outside of the waistband. Ticket to be matchbook style installed with plastic staples for easy removal without damaging trouser material and showing size when trousers are stacked.

MEN'S SHIRT SPECIFICATIONS
ISP Men's Short Sleeve Shirt, Standard and Military Fit

FABRIC:

Content:

55% Dacron Polyester / 45% Wool

Weight:

11.0 to 11.5 oz. / linear yard

COLOR:

Brown Raeford Mill's style 573; color 983

STYLE:

Dress style, plain reverse front with zipper, full cut and tapered fit available, Open Sport Collar, short sleeves, and dress shirttail. Two plain breast pockets with topstitched scalloped flaps. Shirts to have contrasting Pink Tan Raeford ProBlend 573-437 shoulder straps. Full badge reinforcement. Matching inside yoke and banana band of high luster Poly Twill. Work wear industrial style shirt construction is unacceptable.

COLLAR:

Open Sport collar shall be one piece. Collar points to measure 3" long with ultrasonically fused-in Mylar stays. There is no button or buttonhole at the neck. Collar to have woven interlining of #285 Stabilized Mello-Press. Stays to be 2 3/4 long, 3/8" minimum width, and to be fused to under side of collar interlining. Stays applied directly to collar material itself unacceptable. Collar topstitched 1/4" off the edge. Collar material itself (top or underside) shall have no fusing to Mylar stays or collar interlining.

FRONT:

To be made with an Open Sport shirt front with each front having turn back facings approximately 3" in width. The shirt will have 6 buttons and 2 horizontal buttonholes on the front with two replacement buttons sewn on bottom tail; spacing between each will be 3 3/4" except the spacing between the neck button and the first button on the front, which will be approximately 3 1/4". The fronts shall be joined to the yoke so that both raw edges of the yoke are turned under, with the front sandwiched between, and then all three are stitched down with a 1/16" raised stitch. Safety stitch joining unacceptable. A 15" nylon zipper, to be set below the first button and buttonhole on the shirtfront, shall accomplish front closure. The top and bottom buttons to be functional with horizontal buttonholes and attached to the right front, the balance of non-functional buttons to be sewn on the left front.

YOKE:

Two piece yoke approximately 4" deep at center. Outside yoke to be 1/4" double needle topstitched along the edge. The inside yoke to be of 100% high luster Poly Twill.

SHOULDER STRAPS:

Men's Shirt Specifications (Item IA-SP-SS (stock fit) IA-SP-SSM (military fit))

Iowa State Patrol

Page 2 of 3

Contrasting Pink Tan Shoulder Straps to be made from Raeford Mills's style 573, color 437. Shoulder straps to be two-piece pointed, 1/4" double needle topstitched and to be set on yoke with leading topstitch conforming with front joining seam. To measure 2" at sleeve tapering to 1-3/8" and set not more than 1/2" from collar set seam. Cross stitched approximately 2" from sleeve seam. Shoulder strap to have functional buttonhole to attach to sewn button on shoulder of shirt. Edge stitched shoulder strap construction unacceptable.

BADGE REINFORCEMENT:

Two-ply sling 1" wide centered over left pocket and stitched to shoulder seam and flap setting stitch. It shall have 2 (two) round embroidered eyelets 1" from top of pocket flap spaced 1-1/2" apart and centered on sling.

POCKETS:

Two plain breast patch pockets with clipped corners. Pocket to measure 5-5/8" wide, 6" deep. Breast pockets are set to shirtfront with 1/4" double needle stitching. Each breast pocket to have an inside pencil pocket. Each pocket to have hook Velcro, 3/4" long by 1/2" wide, positioned on center and both edges of pocket to correspond with outer scalloped flap points as specified. Velcro to be stitched all sides and to be sewn through pocket and shirt for added reinforcement.

HIDDEN DOCUMENT POCKETS:

Each front shall be constructed with a document pocket design which is sewn to the inside of each front with Velcro opening on each pocket near the top center placket.

FLAPS:

Two-piece scalloped design to measure 5 7/8" across and 2-3/4" in depth at center point, 2-1/4" at sides. Secured to shirtfront approximately 3/8" above pocket. Each flap to have invisible pencil opening 1-1/2" to correspond precisely with pencil slot of pocket. (Stop & start stitching for pencil opening unacceptable.) Flaps to be 1/4" double needle topstitched. Flaps to have woven interlining of #550 Stabilized Mello-Press. Creased and edge stitched pocket flap construction unacceptable. Under side of the flap to have looped Velcro 3/4" long by 1/2" wide stitched all sides, positioned on center and outer points of both pocket flaps to secure with corresponding Velcro strips on shirt pocket. Each flap shall have a button centered on uncut sewn buttonhole.

SLEEVES:

Sleeves are to be straight and whole and to finish at 9 1/2" long from shoulder seam on a size 15.5.

BUTTONS:

First grade 21-ligne 4 hole Brown pearlescent.

SEWING:

All parts are 1/4" double needle topstitched, including yoke, with the exception of the collar which is topstitched 1/4" off the edge. Sleeve inserting seams are 1/4" double needle stitched. Sleeve closing and side body seams are safety stitched.

THREAD:

All sewing threads to be color fast polyester wrap to match.

INTERLININGS:

Collar shall be interlined with #285 Stabilized MelloPress. Pocket flaps and shoulder straps to be interlined with #550 Stabilized MelloPress.

MILITARY CREASES:

There shall be five silicone sharp military creases on all shirts. One crease on each front to be centered vertically. Front creases shall be through pockets and flaps. Spacing for three military creases across shirt back to be proportionate to the size of the shirt.

CONSTRUCTION:

Collar, flaps and straps are made with conventional construction. Top ply, bottom ply and interlining are first stitched together, then turned right side out and finally topstitched.

MEN'S SHIRT SPECIFICATIONS
ISP Men's Long Sleeve Shirt, Military and Standard Fit

FABRIC:

Content:

55% Dacron Polyester / 45% Wool

Weight:

11.0 to 11.5 oz. / linear yard

COLOR:

Brown Raeford Mill's style 573; color 983

STYLE:

Dress style, top center placket front with zipper, full cut and tapered fit available, banded collar, long sleeves with square cuffs, and dress shirrtail. Two plain breast pockets with topstitched scalloped flaps. Shirts to have contrasting Pink Tan Raeford ProBlend 573-437 shoulder straps. Full badge reinforcement. Matching inside yoke and band of high luster Poly Twill. Work wear industrial style shirt construction is unacceptable.

COLLAR & STAND:

Collar points to measure 3" long with ultrasonically fused-in Mylar stays. Collar to have woven interlining of #285 Stabilized Mello-Press. Stays to be 2 3/4" long, 3/8" minimum width, and to be fused to under side of collar interlining. Stays applied directly to collar material itself unacceptable. Collar height at rear 1-1/2". Collar topstitched with 1/4" Double Needle Stitching. Collar stand to measure 1-5/16" at rear and band to be interlined with "Crease-N- Tack." Collar material itself (top or underside) shall have no fusing to Mylar stays or collar interlining.

FRONT:

The left front shall have a top center placket 1 1/2" wide with two double rows of stitching. The shirt will have 7 buttons and buttonholes on the front with two replacement buttons sewn on bottom tail; spacing between each will be 3 3/4" except the spacing between the neck button and the first button on the front, which will be approximately 3 1/4". Top center placket to have woven interlining of #550 Stabilized Mello-Press. Non-woven interlining. The fronts shall be joined to the yoke so that both raw edges of the yoke are turned under, with the front sandwiched between, and then all three are stitched down with a 1/16" raised stitch. Safety stitch joining unacceptable. A 15" nylon zipper, to be set below the second button and buttonhole on the shirtfront, shall accomplish front closure. The top, second and bottom buttons to be functional and attached to the right front, the balance to be sewn over the buttonholes on the left front.

YOKE:

Two piece yoke approximately 4" deep at center. Outside yoke to be ¼" double needle topstitched along the edge. The inside yoke to be of 100% high luster Poly Twill.

TIE TACK EYELET:

There shall be a 3/8" horizontal buttonhole eyelet centered on the top center placket ¼" below the second buttonhole.

SHOULDER STRAPS:

Contrasting Pink Tan Shoulder Straps to be made from Raeford Mills's style 573, color 437. Shoulder straps to be two-piece pointed, 1/4" double needle topstitched and to be set on yoke with leading topstitch conforming with front joining seam. To measure 2" at sleeve tapering to 1-3/8" and set not more than 1/2" from collar set seam. Cross stitched approximately 2" from sleeve seam. Shoulder strap to have functional buttonhole to attach to sewn button on shoulder of shirt. Edge stitched shoulder strap construction unacceptable.

BADGE REINFORCEMENT:

Two-ply sling 1" wide centered over left pocket and stitched to shoulder seam and flap setting stitch. It shall have 2 (two) round embroidered eyelets 1" from top of pocket flap spaced 1-1/2" apart and centered on sling.

POCKETS:

Two plain breast patch pockets with clipped corners. Pocket to measure 5-5/8" wide, 6" deep. Breast pockets are set to shirtfront with ¼" double needle stitching. Each breast pocket to have an inside pencil pocket. Each pocket to have hook Velcro, 3/4" long by ½" wide, positioned on center and both edges of pocket to correspond with outer scalloped flap points as specified. Velcro to be stitched all sides and to be sewn through pocket and shirt for added reinforcement.

HIDDEN DOCUMENT POCKETS:

Each front shall be constructed with a document pocket design which is sewn to the inside of each front with Velcro opening on each pocket near the top center placket.

FLAPS:

Two-piece scalloped design to measure 5 7/8" across and 2-3/4" in depth at center point, 2-1/4" at sides. Secured to shirtfront approximately 3/8" above pocket. Each flap to have invisible pencil opening 1-1/2" to correspond precisely with pencil slot of pocket. (Stop & start stitching for pencil opening unacceptable.) Flaps to be 1/4" double needle topstitched. Flaps to have woven interlining of #550 Stabilized Mello-Press. Creased and edge stitched pocket flap construction unacceptable. Under side of the flap to have looped Velcro 3/4" long by 1/2" wide stitched all sides, positioned on center and outer points of both pocket flaps to secure with corresponding Velcro strips on shirt pocket. Each flap shall have a button centered on uncut sewn buttonhole.

SLEEVES:

To be long sleeves with approximate 4 1/2" sleeve vent. Sleeve shall have a one-piece, elbow reinforcement and vent facing. Elbow reinforcement shall extend into the sleeve-closing seam and to be set to sleeve with 1/4" double needle stitching.

CUFFS:

Two piece 1/2-inch hemmed cuff with 1/4" double needle topstitching. Square cuffs to measure 3" in depth. Cuffs to have two buttons and corresponding buttonholes set vertically with one button and buttonhole in center of facing. Cuff to have woven interlining of #550 Stabilized Mello-Press.

BUTTONS:

First grade 21-ligne 4 hole Brown pearlescent.

SEWING:

All parts are 1/4" double needle topstitched, including yoke, top center placket and elbow reinforcement. Sleeve inserting seams are 1/4" double needle stitched. Sleeve closing and side body seams are safety stitched.

THREAD:

All sewing threads to be color fast polyester wrap to match.

INTERLININGS:

Collar shall be interlined with #285 Stabilized MelloPress. Cuffs, pocket flaps, shoulder straps and top center to be interlined with #550 Stabilized MelloPress. Collar band interlining to be Crease-N-Tack.

MILITARY CREASES:

There shall be five silicone sharp military creases on all shirts. One crease on each front to be centered vertically. Front creases shall be through pockets and flaps. Spacing for three military creases across shirt back to be proportionate to the size of the shirt.

CONSTRUCTION:

Collar, flaps, straps and cuffs are made with conventional construction. Top ply, bottom ply and interlining are first stitched together, then turned right side out and finally topstitched.

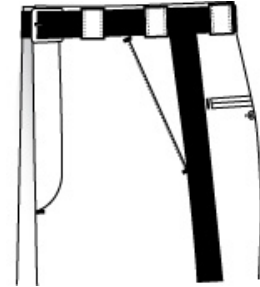
FEMALE TROUSER SPECIFICATIONS
ISP Women's Trousers, Standard Fit, Flex Waist

FABRIC:

Content: 54% Polyester / 45% Wool / 1% Lycra
Weight: 16½ oz. per linear yard
Weave: Elastique
Color: Pink Tan

STYLE:

Trouser shall be manufactured from an up-to-date female uniform trouser pattern. The trouser styling shall be T-1: plain front, two (2) quarter top front pockets, and two (2) hip pockets professionally finished with no visible topstitching. Work wear industrial style construction is unacceptable.



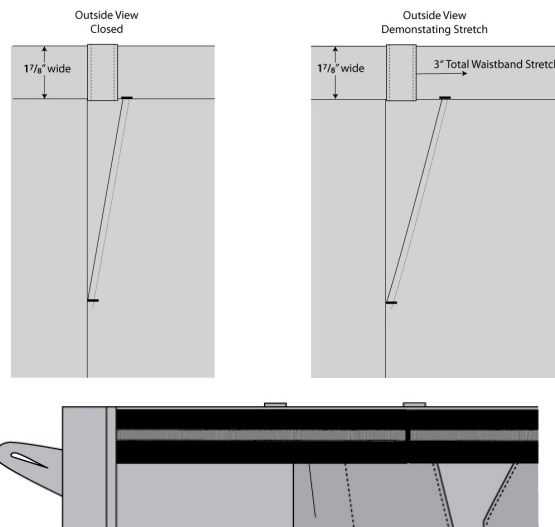
LINING MATERIAL:

The pocketing and fly lining material shall be 70% Polyester / 30% Cotton, 2.9 oz. per square yard (60" width) with a minimum 78 x 48 count. Pocketing must have a durable press finish and the color of the pocketing must be tan.

FREEDOM-FLEX WAISTBAND SYSTEM:

Trouser shall be made with a special Freedom-Flex Waistband System that will allow the wearer waist expansion of 2 1/2" to 3". The waistband shall measure a minimum of 1-7/8" wide when finished. The flexible expansion split portion of the waistband shall be to the front of the trouser side seam and there shall be a 3/4-inch wide side belt loop positioned to "hide" the expansion split of the waistband.

The waistband curtain shall consist of two different styles for maximum waistband expansion to enhance wearer comfort, fit, and appearance. The front (to the expansion split) waistband curtain style shall consist of a 2-inch wide elastic section that incorporates Tru-Grip, a 1/2" surface area composed of thin 55 gauge rubber for maximum comfort and performance. The Tru-Grip acts to help keep shirts tucked in securely. (Use of a single silicone strip or strips instead of 1/2" wide rubberized surface area will be unacceptable.)



The back half of the trouser waistband curtain shall finish a minimum 2-1/8" wide and is to be made of black pocketing material and shall be attached to the top of the trouser with a zigzag stitch. The waistband curtain must also contain Tru-Grip and will line up with the Tru-Grip on the front of the expansion split. (Substitution of a silicone strip or strips in place of Tru-Grip shall not be acceptable.)

The waistband curtain is composed of a wet laid non-woven canvas weighing 3.3 oz. per square yard. The canvas is covered in the same color and material as the pocketing. The ½" rubberized surface area is positioned 1-¼" up from the bottom of the curtain.

The specifications for the rubberized Tru-Grip curtain are as follows:

Width: 1-1/8-inch
Warp: 300 Denier Texturized Polyester
Filling: 300 Denier Texturized Polyester
Rubber: 55 Gauge
Count: 32-36 yarns per inch
Contents: 59% Polyester/41% Rubber

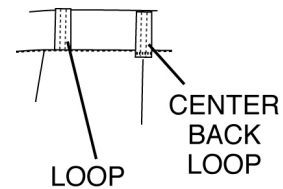
To complete the Freedom-Flex Waistband System, there shall be a 1-1/4" wide elastic component sewn into the back half of the waistband curtain to allow for the stretch and recovery of the waistband to comfortably fit the wearer's waist size. There shall be a bartack for strength and durability sewn at the stress point on the waistband where it joins the front elasticized waistband curtain joining stitching (positioned, on the waistband above the front pocket.)

The waistband closure shall be accomplished with one crush proof hook and eye centered on the waistband for wearer comfort. The hook and eye shall be reinforced with a 7/8" non-woven tape that is anchored with topstitching through and through to the top of the waistband (bartacks in place of topstitching will not be acceptable). In addition to the stitching of the waistband when it is set onto the trouser, the waistband must also be topstitched below the waistband seam of the trouser to be finished to allow for alterations (with ample fabric and curtain material to allow trouser size to be increased at least one size). The outlet in the seat is to be proportional to the waist outlet so the seat may also be let out. Seat seam must be sewn with a tandem needle machine (double-needle stitch) for maximum stretch.

BELT LOOPS:

There shall be a minimum of seven belt loops 1 1/4" in width of double thickness. Each loop must have a non-woven interlining for added durability. All loops (except back center) must be sewn into the top and bottom of the waistband ("dropped" belt loops that are tacked to the outside of the trouser all around waist will be unacceptable). The top of the belt loops (except back center) shall be sewn into the waistband curtain seam with a Rocap machine using a zigzag stitch. The bottom of the center back loop shall be tacked to the trouser and the top of the loop tacked to the outside of the waistband to allow for easier waist alteration.

BELT LOOP



POCKETS:

A specially designed front pocket shall be used so that it will expand and work in conjunction the Freedom-Flex Waistband System. There will be a ½-inch wide elastic attached to the front pockets and the waistband allowing for the recovery of the front pocket to wearer's most comfortable waist size position. The two (2) front pockets will be quarter top style with a minimum opening of 6" and a minimum depth of 5-3/4" measured from the bottom of the opening. Front pockets to have firm straight bartacks at top and bottom of pocket openings. Pockets shall be constructed using the stitch, turn, and topstitch method. Front pocket facing and barrier to be made of the basic trouser fabric. Facing shall be a minimum of 1" and barrier shall measure a minimum of 2" (measured to the inside edge of pocket lining).

The two (2) hip pockets shall have a minimum 5-3/8" wide (bartack to bartack) opening and a minimum depth of 5-3/4" measured from the bottom of the pocket opening. Hip pockets shall be constructed using the double welt method on an automatic welt machine. The welts shall be finished in such a manner that there is no topstitching (topstitched hip pockets will not be acceptable). The corners of the hip pocket openings shall have straight bartacks for reinforcement (use of triangular bartacks will not be acceptable). Hip pocket facing to be made of basic trouser fabric and shall be a minimum of 3/4" and the barrier shall

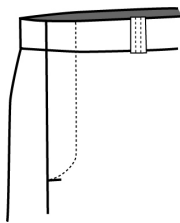
also be made of the basic trouser fabric and to be a minimum of 1-1/2". The left hip pocket shall have a button located below the bottom welt corresponding in location of the buttonhole. There shall be a dart centered above each hip pocket to waistband. Dart shall be approximately 2-3/4" long tapered from 3/8" at waistband and shall be installed with automatic equipment for a clean non-puckered finish.

REAR FLASHLIGHT POCKETS INCLUDED

Located below rear hip pocket. Pockets are to be included during manufacturing and not added after complete. These may be included in male or female trousers. The Flashlight Pockets will be located below the rear hip pockets. One Flashlight Pocket will be located below right rear hip pocket and one will be located below left rear hip pocket. The pockets will have the following dimensions of 3-1/2" opening, 4.5" Wide Inside Pocket, 6.5" deep and be 5" below the rear hip pocket.

FLY:

"J" STITCH Trouser shall have a brass metal zipper with memory lock brass slider secured by metal stopper at base. There shall be a French Fly tab closure on the inside of the right fly. The tab shall be double ply made of the basic trouser fabric (tabs made of pocketing material or a "grown on" French Fly will not be acceptable). The right fly shall be lined with the same fabric and color as the pocketing. The fly lining shall be sewn to the left fly continuing below the zipper into the crotch area in a neat and durable manner. A button shall be located on the left fly corresponding with the French Fly tab to provide a clean and comfortable closure. Topstitching of fly to be installed with automatic "J" stitch equipment eliminating puckering and providing a clean finish. There shall be a firm straight bartack at the bottom of the fly going through the zipper tape for maximum strength. Bartack shall line up with starting point of "J" stitch.



SEAT:

Seat must be sewn with a Tandem Needle Machine (double-needle stitch) for maximum durability.

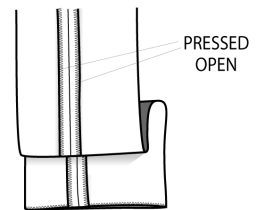
STRIPE:

Trousers shall have 1 1/4" stripe to the waistband sewn into the side seam made of black (645-561).

STITCHING, PRESSING & FINISHING:

Trouser must be stitched with matching thread. Trouser must be neatly pressed on Hothead Presses and properly shaped. Outseams and inseams are edge serged on automatic equipment for uniformity of quality and shall be pressed open for a smooth pucker-free finish with repeated cleaning and pressing. Trouser must be cleaned and finished to eliminate loose threads.

**SERGED
INSEAM/OUTSEAM
(INSIDE VIEW)**



LABELS:

Trouser must have a permanent label providing care instructions and small woven label indicating waist size. A removable paper ticket showing the size, fabric content, cut number, and WPL or RN number must be on the outside of the waistband. Ticket to be matchbook style installed with plastic staples for easy removal without damaging trouser material and showing size when trousers are stacked.

WOMEN'S SHIRT SPECIFICATIONS
ISP Women's Short Sleeve Shirt, Standard Fit

FABRIC:

Content:

55% Dacron Polyester / 45% Wool

Weight:

11.0 to 11.5 oz. / linear yard

COLOR:

Brown Raeford Mill's style 573; color 983

STYLE:

Dress style, plain reverse front with zipper, tapered fit, Open Sport Collar, short sleeves, and dress shirttail. Two plain breast pockets with topstitched scalloped flaps. Shirts to have contrasting Pink Tan Raeford ProBlend 573-437 shoulder straps. Full badge reinforcement. Matching inside yoke and banana band of high luster Poly Twill. Work wear industrial style shirt construction is unacceptable.

COLLAR:

Open Sport collar shall be one piece. Collar points to measure 2-7/8" long with ultrasonically fused-in Mylar stays. There is no button or buttonhole at the neck. Collar to have woven interlining of #285 Stabilized Mello-Press. Stays to be 2 1/2" long, 3/8" minimum width, and to be fused to under side of collar interlining. Stays applied directly to collar material itself unacceptable. Collar topstitched 1/4" off the edge. Collar material itself (top or underside) shall have no fusing to Mylar stays or collar interlining.

FRONT:

To be made with an Open Sport shirt front with each front having turn back facings approximately 3" in width. The shirt will have 5 buttons and 2 horizontal buttonholes on the front with two replacement buttons sewn on bottom tail; spacing between each will be 3 1/2" except the spacing between the neck button and the first button on the front, which will be approximately 3 1/4". The fronts shall be joined to the yoke so that both raw edges of the yoke are turned under, with the front sandwiched between, and then all three are stitched down with a 1/16" raised stitch. Safety stitch joining unacceptable. An 11-1/2" nylon zipper, to be set below the first button and buttonhole on the shirtfront, shall accomplish front closure. The top and bottom buttons to be functional with horizontal buttonholes and attached to the left front, the balance of non-functional buttons to be sewn on the right front.

YOKE:

Two piece yoke approximately 3" deep at center. Outside yoke to be 1/4" double needle topstitched along the edge. The inside yoke to be of 100% high luster Poly Twill.

Women's Shirt Specifications (Item IA-SP-SSL)

Iowa State Patrol

Page 2 of 3

SHOULDER STRAPS:

Contrasting Pink Tan Shoulder Straps to be made from Raeford Mills's style 573, color 437. Shoulder straps to be two-piece pointed, 1/4" double needle topstitched and to be set on yoke with leading topstitch conforming with front joining seam. To measure 2" at sleeve tapering to 1-3/8" and set not more than 1/2" from collar set seam. Cross stitched approximately 2" from sleeve seam. Shoulder strap to have functional buttonhole to attach to sewn button on shoulder of shirt. Edge stitched shoulder strap construction unacceptable.

BADGE REINFORCEMENT:

Two-ply sling 1" wide centered over left pocket and stitched to shoulder seam and flap setting stitch. It shall have 2 (two) round embroidered eyelets 1" from top of pocket flap spaced 1-1/2" apart and centered on sling.

POCKETS:

Two plain breast patch pockets with clipped corners. Pocket to measure 5" wide, 5" deep. Breast pockets are set to shirtfront with 1/4" double needle stitching. Each breast pocket to have an inside pencil pocket. Each pocket to have hook Velcro, 3/4" long by 1/2" wide, positioned on center and both edges of pocket to correspond with outer scalloped flap points as specified. Velcro to be stitched all sides and to be sewn through pocket and shirt for added reinforcement.

HIDDEN DOCUMENT POCKETS:

Each front shall be constructed with a document pocket design which is sewn to the inside of each front with Velcro opening on each pocket near the top center placket.

FLAPS:

Two-piece scalloped design to measure 5 1/4" across and 2 1/4" in depth at center point, 1 3/4" at sides. Secured to shirtfront approximately 3/8" above pocket. Each flap to have invisible pencil opening 1-1/4" to correspond precisely with pencil slot of pocket. (Stop & start stitching for pencil opening is unacceptable.) Flaps to be 1/4" double needle topstitched. Flaps to have woven interlining of #550 Stabilized Mello-Press. Creased and edge stitched pocket flap construction unacceptable. Under side of the flap to have looped Velcro 3/4" long by 1/2" wide stitched all sides, positioned on center and outer points of both pocket flaps to secure with corresponding Velcro strips on shirt pocket. Each flap shall have a button centered on uncut sewn buttonhole.

SLEEVES:

Sleeves are to be straight and whole and to finish approximately 8" long from shoulder seam.

BUTTONS:

First grade 21-ligne 4 hole Brown pearlescent.

SEWING:

Women's Shirt Specifications (Item IA-SP-SSL)

Iowa State Patrol

Page 3 of 3

All parts are ¼" double needle topstitched, including yoke, with the exception of the collar which is topstitched ¼" off the edge. Sleeve inserting seams are ¼" double needle stitched. Sleeve closing and side body seams are safety stitched.

THREAD:

All sewing threads to be color fast polyester wrap to match.

INTERLININGS:

Collar shall be interlined with #285 Stabilized MelloPress. Pocket flaps and shoulder straps to be interlined with #550 Stabilized MelloPress.

MILITARY CREASES:

There shall be five silicone sharp military creases on all shirts. One crease on each front to be centered vertically. Front creases shall be through pockets and flaps. Spacing for three military creases across shirt back to be proportionate to the size of the shirt.

CONSTRUCTION:

Collar, flaps and straps are made with conventional construction. Top ply, bottom ply and interlining are first stitched together, then turned right side out and finally topstitched.

WOMEN'S SHIRT SPECIFICATIONS
ISP-Women's Long Sleeve, Standard Fit

FABRIC:

Content:

55% Dacron Polyester / 45% Wool

Weight:

11.0 to 11.5 oz. / linear yard

COLOR:

Brown Raeford Mill's style 573; color 983

STYLE:

Dress style, top center placket front with zipper, full cut fit, banded collar, long sleeves with square cuffs, and dress shirttail. Two plain breast pockets with topstitched scalloped flaps. Shirts to have contrasting Pink Tan Raeford ProBlend 573-437 shoulder straps. Full badge reinforcement. Matching inside yoke and band of high luster Poly Twill. Work wear industrial style shirt construction is unacceptable.

COLLAR & STAND:

Collar points to measure 2-7/8" long with ultrasonically fused-in Mylar stays. Collar to have woven interlining of #285 Stabilized Mello-Press. Stays to be 2 1/2" long, 3/8" minimum width, and to be fused to under side of collar interlining. Stays applied directly to collar material itself unacceptable. Collar height at rear 1-1/2". Collar topstitched with 1/4" Double Needle Stitching. Collar stand to measure 1-5/16" at rear and band to be interlined with "Crease-N- Tack." Collar material itself (top or underside) shall have no fusing to Mylar stays or collar interlining.

FRONT:

The right front shall have a top center placket 1 1/2" wide with two double rows of stitching. The shirt will have 6 buttons and buttonholes on the front with two replacement buttons sewn on bottom tail; spacing between each will be 3 1/2" except the spacing between the neck button and the first button on the front, which will be approximately 3 1/4". Top center placket to have woven interlining of #550 Stabilized Mello-Press. Non-woven interlining unacceptable. The fronts shall be joined to the yoke so that both raw edges of the yoke are turned under, with the front sandwiched between, and then all three are stitched down with a 1/16" raised stitch. Safety stitch joining unacceptable. An 11 1/2" nylon zipper, to be set below the second button and buttonhole on the shirtfront, shall accomplish front closure. The top, second and bottom buttons to be functional and attached to the left front, the balance to be sewn over the buttonholes on the right front.

YOKE:

Two piece yoke approximately 3" deep at center. Outside yoke to be 1/4" double needle topstitched along the edge. The inside yoke to be of 100% high luster Poly Twill.

TIE TACK EYELET:

There shall be a 3/8" horizontal buttonhole eyelet centered on the top center placket 1/4" below the second buttonhole.

SHOULDER STRAPS:

Contrasting Pink Tan Shoulder Straps to be made from Raeford Mills's style 573, color 437. Shoulder straps to be two-piece pointed, 1/4" double needle topstitched and to be set on yoke with leading topstitch conforming with front joining seam. To measure 2" at sleeve tapering to 1-3/8" and set not more than 1/2" from collar set seam. Cross stitched approximately 2" from sleeve seam. Shoulder strap to have functional buttonhole to attach to sewn button on shoulder of shirt. Edge stitched shoulder strap construction unacceptable.

BADGE REINFORCEMENT:

Two-ply sling 1" wide centered over left pocket and stitched to shoulder seam and flap setting stitch. It shall have 2 (two) round embroidered eyelets 1" from top of pocket flap spaced 1-1/2" apart and centered on sling.

POCKETS:

Two plain breast patch pockets with clipped corners. Pocket to measure 5" wide, 5" deep. Breast pockets are set to shirtfront with 1/4" double needle stitching. Each breast pocket to have an inside pencil pocket. Each pocket to have hook Velcro, 3/4" long by 1/2" wide, positioned on center and both edges of pocket to correspond with outer scalloped flap points as specified. Velcro to be stitched all sides and to be sewn through pocket and shirt for added reinforcement.

HIDDEN DOCUMENT POCKETS:

Each front shall be constructed with a document pocket design which is sewn to the inside of each front with Velcro opening on each pocket near the top center placket.

FLAPS:

Two-piece scalloped design to measure 5 1/4" across and 2 1/4" in depth at center point, 1 3/4" at sides. Secured to shirtfront approximately 3/8" above pocket. Each flap to have invisible pencil opening 1-1/4" to correspond precisely with pencil slot of pocket. (Stop & start stitching for pencil opening unacceptable.) Flaps to be 1/4" double needle topstitched. Flaps to have woven interlining of #550 Stabilized Mello-Press. Creased and edge stitched pocket flap construction unacceptable. Under side of the flap to have looped Velcro 3/4" long by 1/2" wide stitched all sides, positioned on center and outer points of both pocket flaps to secure with corresponding Velcro strips on shirt pocket. Each flap shall have a button centered on uncut sewn buttonhole.

SLEEVES:

To be long sleeves with approximate 3 1/2" sleeve vent. Sleeve shall have a one-piece, elbow reinforcement and vent facing. Elbow reinforcement shall extend into the sleeve-closing seam and to be set to sleeve with 1/4" double needle stitching.

CUFFS:

Two piece ½-inch hemmed cuff with ¼" double needle topstitching. Square cuffs to measure 2 ½" in depth. Cuffs to have two buttons and corresponding buttonholes set vertically with one button and buttonhole in center of facing. Cuff to have woven interlining of #550 Stabilized Mello-Press.

BUTTONS:

First grade 21-ligne 4 hole Brown pearlescent.

SEWING:

All parts are ¼" double needle topstitched, including yoke, top center placket and elbow reinforcement. Sleeve inserting seams are ¼" double needle stitched. Sleeve closing and side body seams are safety stitched.

THREAD:

All sewing threads to be color fast polyester wrap to match.

INTERLININGS:

Collar shall be interlined with #285 Stabilized MelloPress. Cuffs, pocket flaps, shoulder straps and top center to be interlined with #550 Stabilized MelloPress. Collar band interlining to be Crease-N-Tack.

MILITARY CREASES:

There shall be five silicone sharp military creases on all shirts. One crease on each front to be centered vertically. Front creases shall be through pockets and flaps. Spacing for three military creases across shirt back to be proportionate to the size of the shirt.

CONSTRUCTION:

Collar, flaps, straps and cuffs are made with conventional construction. Top ply, bottom ply and interlining are first stitched together, then turned right side out and finally topstitched.

FABRIC SPECIFICATIONS FOR IOWA STATE PATROL UNIFORM

TROUSERS

RAEFORD MILL'S

PROBLEND STYLE 645

WEAVE	ELASTIQUE
SHADE	437 PINK TAN FOR THE BODY OF THE TROUSER 561 BLACK FOR THE LEG STRIP
WEIGHT	16.5 oz – 17.0 oz per linear yard
FIBER CONTENT	55% DACRON POLYESTER 45% WOOL WORSTED
PLY OF YARN	2-PLY WARP AND FILLING
BREAKING STRENGTH	200 POUNDS IN THE WARP 130 POUNDS IN THE FILLING
CONSTRUCTION	122 ENDS PER INCH 85 PICKS PER INCH
FIBER LENGTH	WOOL: 3 – 3.5 INCHES AVERAGE MINIMUM POLYESTER: 3 INCHES MINIMUM
DYE PROCEDURE	PIECE DYED
KAUMOGRAPH	BACK FACE OF FABRIC MUST BE STAMPED WITH MILL TRADEMARK

This fabric is manufactured utilizing yarn spun on the Long Staple Fiber Length Worsted Spinning System

FABRIC SPECIFICATIONS FOR IOWA STATE PATROL UNIFORM

SHIRTS

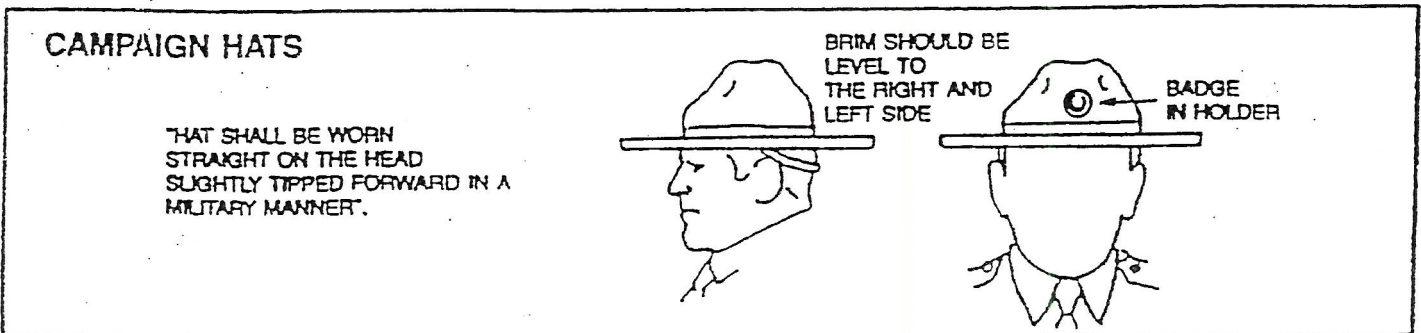
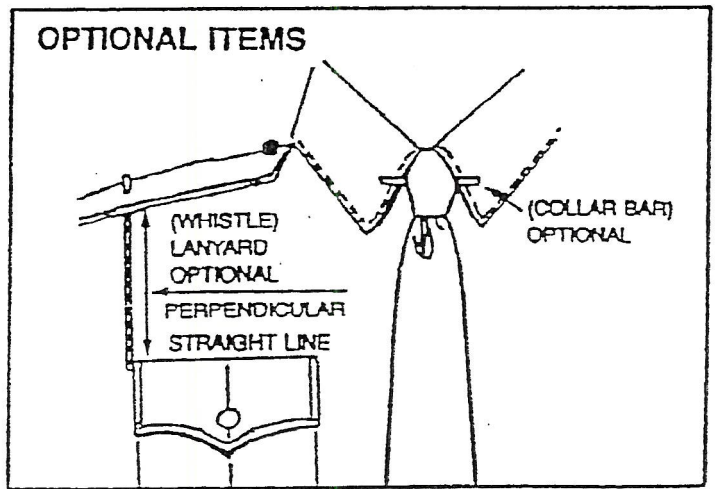
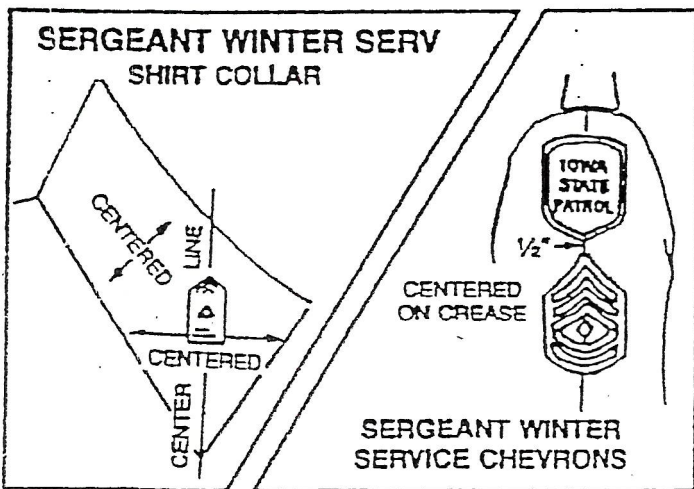
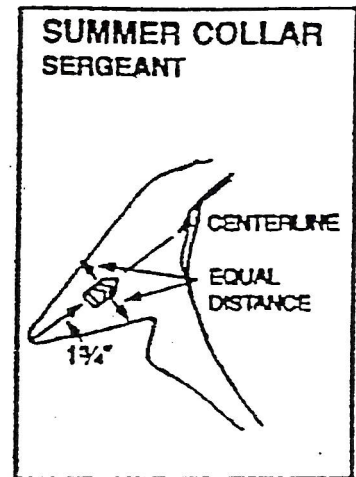
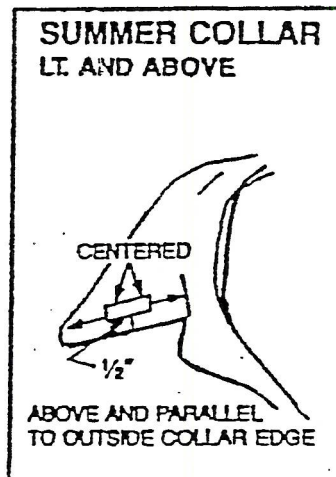
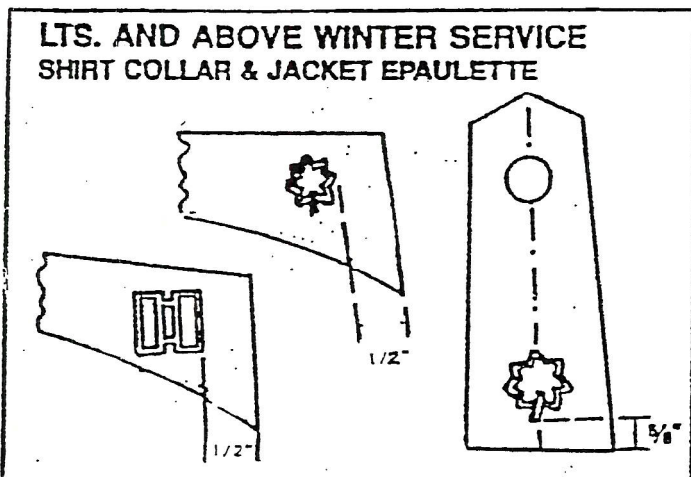
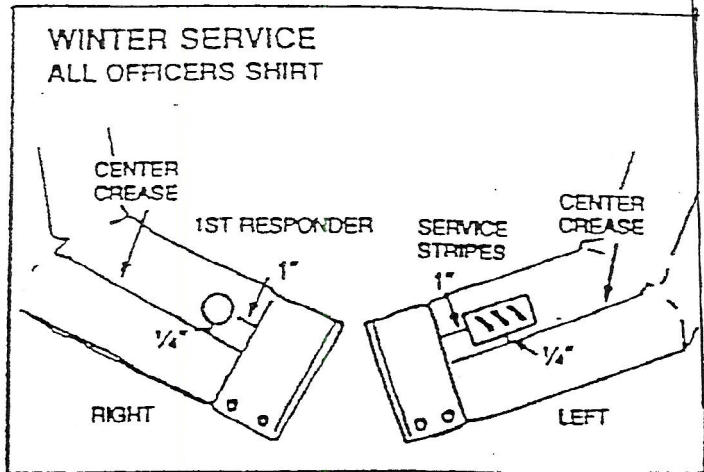
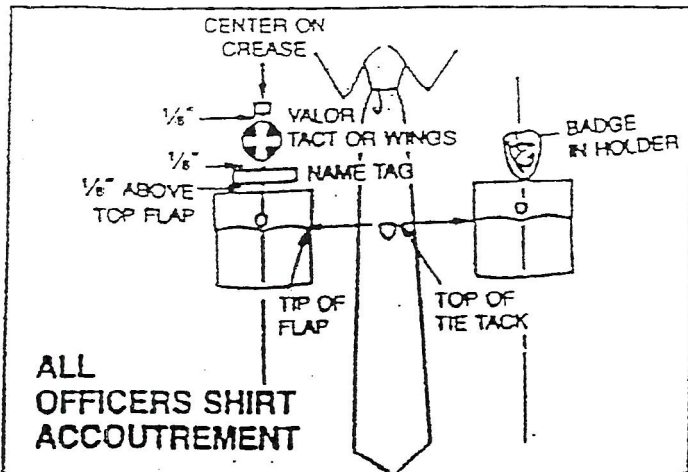
RAEFORD MILL'S

PROBLEND STYLE 573

WEAVE	TROPICAL
SHADE	983 BROWN FOR THE BODY OF THE SHIRT 437 PINK TAN FOR THE SHOULDER STRAP
WEIGHT	11.0 oz – 11.5 oz per linear yard
FIBER CONTENT	55% DACRON POLYESTER 45% WOOL WORSTED
PLY OF YARN	3-PLY WARP AND FILLING
BREAKING STRENGTH	105 POUNDS IN THE WARP 85 POUNDS IN THE FILLING
CONSTRUCTION	55 ENDS PER INCH 46 PICKS PER INCH
FIBER LENGTH	WOOL: 3 – 3.5 INCHES AVERAGE MINIMUM POLYESTER: 3 INCHES MINIMUM
DYE PROCEDURE	PIECE DYED
KAUMOGRAPH	BACK FACE OF FABRIC MUST BE STAMPED WITH MILL TRADEMARK

This fabric is manufactured utilizing yarn spun on the Long Staple Fiber Length Worsted Spinning System

IOWA STATE PATROL





Appendix J - ISP 2020-2022 Demand and Inventory

2020	
Row Labels	Sum of Parent Qty
SH1844 BRN	11
SH1844 BRN 36 REG	1
SH1844 BRN 38 REG	8
SH1844 BRN 40 REG	1
SH1844 BRN 48 LNG	1
SH1845 BRN	257
SH1845 BRN 155 32	5
SH1845 BRN 155 33	8
SH1845 BRN 155 34	7
SH1845 BRN 16 32	4
SH1845 BRN 16 33	10
SH1845 BRN 16 34	18
SH1845 BRN 16 35	5
SH1845 BRN 16 36	1
SH1845 BRN 165 32	4
SH1845 BRN 165 33	5
SH1845 BRN 165 34	30
SH1845 BRN 165 35	19
SH1845 BRN 165 36	3
SH1845 BRN 17 33	10
SH1845 BRN 17 34	26
SH1845 BRN 17 35	15
SH1845 BRN 175 33	5
SH1845 BRN 175 34	17
SH1845 BRN 175 35	23
SH1845 BRN 175 36	1
SH1845 BRN 175 37	1
SH1845 BRN 18 33	2
SH1845 BRN 18 34	4
SH1845 BRN 18 35	12
SH1845 BRN 18 36	4
SH1845 BRN 18 37	1
SH1845 BRN 185 34	5
SH1845 BRN 185 35	4
SH1845 BRN 185 36	3
SH1845 BRN 18L 36	2

2021	
Row Labels	Sum of Parent Qty
SH1844 BRN	20
SH1844 BRN 36 LNG	6
SH1844 BRN 36 REG	8
SH1844 BRN 38 LNG	1
SH1844 BRN 38 REG	2
SH1844 BRN 40 REG	2
SH1844 BRN 48 LNG	1
SH1845 BRN	273
SH1845 BRN 15 33	1
SH1845 BRN 155 32	16
SH1845 BRN 155 33	4
SH1845 BRN 155 34	3
SH1845 BRN 16 32	9
SH1845 BRN 16 33	17
SH1845 BRN 16 34	23
SH1845 BRN 16 35	11
SH1845 BRN 16 36	1
SH1845 BRN 165 32	1
SH1845 BRN 165 33	8
SH1845 BRN 165 34	44
SH1845 BRN 165 35	13
SH1845 BRN 165 36	2
SH1845 BRN 165 37	4
SH1845 BRN 17 33	10
SH1845 BRN 17 34	15
SH1845 BRN 17 35	18
SH1845 BRN 175 33	4
SH1845 BRN 175 34	7
SH1845 BRN 175 35	12
SH1845 BRN 175 37	1
SH1845 BRN 18 32	1
SH1845 BRN 18 34	2
SH1845 BRN 18 35	12
SH1845 BRN 18 36	8
SH1845 BRN 18 37	2
SH1845 BRN 185 33	5

2022	
Row Labels	Sum of Parent Qty
SH1844 BRN	71
SH1844 BRN 32 REG	2
SH1844 BRN 34 LNG	5
SH1844 BRN 34 REG	3
SH1844 BRN 36 LNG	11
SH1844 BRN 36 REG	18
SH1844 BRN 38 LNG	13
SH1844 BRN 38 REG	6
SH1844 BRN 40 REG	5
SH1844 BRN 42 REG	3
SH1844 BRN 44 REG	2
SH1844 BRN 48 LNG	3
SH1845 BRN	491
SH1845 BRN 15 33	10
SH1845 BRN 15 34	3
SH1845 BRN 155 32	12
SH1845 BRN 155 33	35
SH1845 BRN 155 34	9
SH1845 BRN 155 35	5
SH1845 BRN 16 32	4
SH1845 BRN 16 33	34
SH1845 BRN 16 34	25
SH1845 BRN 16 35	17
SH1845 BRN 16 36	3
SH1845 BRN 165 32	6
SH1845 BRN 165 33	28
SH1845 BRN 165 34	33
SH1845 BRN 165 35	31
SH1845 BRN 165 36	5
SH1845 BRN 165 37	2
SH1845 BRN 17 33	22
SH1845 BRN 17 34	22
SH1845 BRN 17 35	13
SH1845 BRN 17 36	3
SH1845 BRN 175 33	9
SH1845 BRN 175 34	15

SH1845 BRN 195 35	1
SH1845 BRN 19L 37	1
SH1845 BRN 20L 39	1
SH1847 BRN	13
SH1847 BRN 34 REG	1
SH1847 BRN 36 REG	3
SH1847 BRN 38 REG	8
SH1847 BRN 48 REG	1
SH1848 BRN	273
SH1848 BRN 155 REG	33
SH1848 BRN 16 REG	50
SH1848 BRN 165 REG	61
SH1848 BRN 17 REG	61
SH1848 BRN 175 REG	42
SH1848 BRN 18 REG	15
SH1848 BRN 185 LNG	1
SH1848 BRN 185 REG	7
SH1848 BRN 19 REG	1
SH1848 BRN 195 REG	1
SH1848 BRN 20 LNG	1
TR1262 PTAN	319
TR1262 PTAN 31 OB	8
TR1262 PTAN 31S OB	1
TR1262 PTAN 32 OB	14
TR1262 PTAN 32S OB	19
TR1262 PTAN 33 OB	23
TR1262 PTAN 33L OB	1
TR1262 PTAN 33S OB	13
TR1262 PTAN 34 OB	31
TR1262 PTAN 34L OB	2
TR1262 PTAN 34S OB	15
TR1262 PTAN 35 OB	30
TR1262 PTAN 35L OB	2
TR1262 PTAN 35S OB	11
TR1262 PTAN 36 OB	18
TR1262 PTAN 36L OB	2
TR1262 PTAN 36S OB	3
TR1262 PTAN 37 OB	27
TR1262 PTAN 37L OB	8

SH1845 BRN 185 34	9
SH1845 BRN 185 35	1
SH1845 BRN 185 36	1
SH1845 BRN 185L 36	1
SH1845 BRN 19 36	2
SH1845 BRN 19L 37	2
SH1845 BRN 20 37	2
SH1845 BRN 20L 39	1
SH1847 BRN	17
SH1847 BRN 34 REG	2
SH1847 BRN 36 REG	12
SH1847 BRN 38 REG	3
SH1848 BRN	263
SH1848 BRN 155 REG	27
SH1848 BRN 16 REG	64
SH1848 BRN 165 REG	63
SH1848 BRN 17 REG	37
SH1848 BRN 175 REG	39
SH1848 BRN 18 LNG	2
SH1848 BRN 18 REG	10
SH1848 BRN 185 REG	16
SH1848 BRN 19 LNG	2
SH1848 BRN 20 LNG	1
SH1848 BRN 20 REG	2
TR1262 PTAN	328
TR1262 PTAN 30 OB	1
TR1262 PTAN 30S OB	17
TR1262 PTAN 31S OB	2
TR1262 PTAN 32 OB	3
TR1262 PTAN 32S OB	17
TR1262 PTAN 33 OB	11
TR1262 PTAN 33L OB	3
TR1262 PTAN 33S OB	21
TR1262 PTAN 34 OB	39
TR1262 PTAN 34L OB	1
TR1262 PTAN 34S OB	31
TR1262 PTAN 35 OB	44
TR1262 PTAN 35S OB	7
TR1262 PTAN 36 OB	26

SH1845 BRN 175 35	41
SH1845 BRN 175 36	12
SH1845 BRN 175 37	3
SH1845 BRN 18 33	3
SH1845 BRN 18 34	8
SH1845 BRN 18 35	12
SH1845 BRN 18 36	12
SH1845 BRN 18 37	9
SH1845 BRN 185 33	2
SH1845 BRN 185 34	9
SH1845 BRN 185 35	11
SH1845 BRN 185 36	2
SH1845 BRN 185 37	6
SH1845 BRN 18L 36	4
SH1845 BRN 19 34	1
SH1845 BRN 19 35	2
SH1845 BRN 19 36	2
SH1845 BRN 19 37	3
SH1845 BRN 195 36	2
SH1845 BRN 195 38	1
SH1847 BRN	63
SH1847 BRN 30 REG	1
SH1847 BRN 32 REG	2
SH1847 BRN 34 REG	7
SH1847 BRN 36 REG	24
SH1847 BRN 38 REG	15
SH1847 BRN 40 REG	5
SH1847 BRN 42 REG	2
SH1847 BRN 44 REG	5
SH1847 BRN 48 REG	2
SH1848 BRN	456
SH1848 BRN 145 REG	3
SH1848 BRN 15 REG	7
SH1848 BRN 155 REG	59
SH1848 BRN 16 REG	96
SH1848 BRN 165 REG	108
SH1848 BRN 17 REG	65
SH1848 BRN 175 REG	59
SH1848 BRN 18 LNG	7

TR1262 PTAN 37S OB	3
TR1262 PTAN 38 OB	38
TR1262 PTAN 38L OB	3
TR1262 PTAN 38S OB	7
TR1262 PTAN 39 OB	9
TR1262 PTAN 39S OB	5
TR1262 PTAN 40 OB	8
TR1262 PTAN 40L OB	3
TR1262 PTAN 40S OB	3
TR1262 PTAN 41L OB	1
TR1262 PTAN 42 OB	2
TR1262 PTAN 42L OB	1
TR1262 PTAN 44L OB	4
TR1262 PTAN 44S OB	2
TR1262 PTAN 54 OB	2
TR1263 PTAN	27
TR1263 PTAN 32S OB	5
TR1263 PTAN 33 OB	2
TR1263 PTAN 34S OB	8
TR1263 PTAN 36 OB	2
TR1263 PTAN 36S OB	5
TR1263 PTAN 38 OB	3
TR1263 PTAN 38S OB	2
TR1264 PTAN	21
TR1264 PTAN 06S OB	10
TR1264 PTAN 08S OB	8
TR1264 PTAN 14S OB	3
(blank)	
(blank)	
Grand Total	921

TR1262 PTAN 36L OB	2
TR1262 PTAN 36S OB	10
TR1262 PTAN 37 OB	17
TR1262 PTAN 37L OB	2
TR1262 PTAN 37S OB	8
TR1262 PTAN 38 OB	21
TR1262 PTAN 38L OB	2
TR1262 PTAN 38S OB	8
TR1262 PTAN 39 OB	5
TR1262 PTAN 39S OB	1
TR1262 PTAN 40 OB	9
TR1262 PTAN 40L OB	1
TR1262 PTAN 40S OB	8
TR1262 PTAN 41 OB	1
TR1262 PTAN 42 OB	4
TR1262 PTAN 42L OB	2
TR1262 PTAN 43L OB	1
TR1262 PTAN 44L OB	2
TR1262 PTAN 44S OB	1
TR1263 PTAN	16
TR1263 PTAN 32 OB	2
TR1263 PTAN 32S OB	3
TR1263 PTAN 34S OB	1
TR1263 PTAN 36 OB	1
TR1263 PTAN 38 OB	2
TR1263 PTAN 38S OB	1
TR1263 PTAN 39S OB	4
TR1263 PTAN 40S OB	2
TR1264 PTAN	36
TR1264 PTAN 06S OB	5
TR1264 PTAN 08S OB	7
TR1264 PTAN 10S OB	7
TR1264 PTAN 12 OB	4
TR1264 PTAN 12S OB	10
TR1264 PTAN 14S OB	3
Grand Total	953

SH1848 BRN 18 REG	21
SH1848 BRN 185 LNG	3
SH1848 BRN 185 REG	17
SH1848 BRN 19 LNG	2
SH1848 BRN 19 REG	3
SH1848 BRN 19S REG	3
SH1848 BRN 20 REG	3
TR1262 PTAN	618
TR1262 PTAN 29S OB	8
TR1262 PTAN 30 OB	3
TR1262 PTAN 30S OB	4
TR1262 PTAN 31 OB	5
TR1262 PTAN 31S OB	6
TR1262 PTAN 32 OB	18
TR1262 PTAN 32L OB	1
TR1262 PTAN 32S OB	35
TR1262 PTAN 33 OB	23
TR1262 PTAN 33L OB	5
TR1262 PTAN 33S OB	36
TR1262 PTAN 34 OB	45
TR1262 PTAN 34L OB	6
TR1262 PTAN 34S OB	51
TR1262 PTAN 35 OB	56
TR1262 PTAN 35L OB	3
TR1262 PTAN 35S OB	26
TR1262 PTAN 36 OB	55
TR1262 PTAN 36L OB	5
TR1262 PTAN 36S OB	26
TR1262 PTAN 37 OB	41
TR1262 PTAN 37L OB	7
TR1262 PTAN 37S OB	17
TR1262 PTAN 38 OB	36
TR1262 PTAN 38L OB	4
TR1262 PTAN 38S OB	10
TR1262 PTAN 39 OB	13
TR1262 PTAN 39S OB	5
TR1262 PTAN 40 OB	17
TR1262 PTAN 40L OB	5
TR1262 PTAN 40S OB	9

TR1262 PTAN 41 OB	4
TR1262 PTAN 41S OB	6
TR1262 PTAN 42 OB	6
TR1262 PTAN 42L OB	2
TR1262 PTAN 42S OB	2
TR1262 PTAN 43L OB	2
TR1262 PTAN 44 OB	7
TR1262 PTAN 44L OB	1
TR1262 PTAN 44S OB	2
TR1262 PTAN 46 OB	3
TR1262 PTAN 48 OB	2
TR1263 PTAN	47
TR1263 PTAN 32 OB	3
TR1263 PTAN 32S OB	2
TR1263 PTAN 33 OB	2
TR1263 PTAN 33S OB	2
TR1263 PTAN 34 OB	2
TR1263 PTAN 34S OB	4
TR1263 PTAN 35 OB	4
TR1263 PTAN 35S OB	2
TR1263 PTAN 36 OB	3
TR1263 PTAN 36S OB	4
TR1263 PTAN 37 OB	3
TR1263 PTAN 38 OB	5
TR1263 PTAN 38S OB	3
TR1263 PTAN 39S OB	2
TR1263 PTAN 40S OB	4
TR1263 PTAN 42 OB	2
TR1264 PTAN	104
TR1264 PTAN 04S OB	6
TR1264 PTAN 06S OB	13
TR1264 PTAN 08 OB	4
TR1264 PTAN 08S OB	19
TR1264 PTAN 10 OB	4
TR1264 PTAN 10S OB	11
TR1264 PTAN 12 OB	7
TR1264 PTAN 12S OB	15
TR1264 PTAN 14 OB	6
TR1264 PTAN 14S OB	4

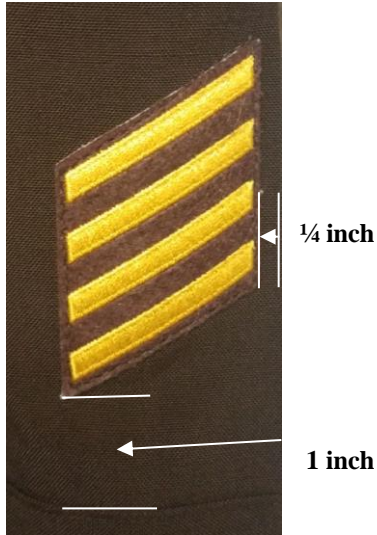
TR1264 PTAN 16 OB	2
TR1264 PTAN 16S OB	2
TR1264 PTAN 18 OB	3
TR1264 PTAN 18S OB	2
TR1264 PTAN 20 OB	2
TR1264 PTAN 22 OB	2
TR1264 PTAN 24 OB	2
Grand Total	1850

Salvage Uniform Inventory-2/2/2023

TYPE	QTY.	Cost per Item	Total Cost	Cost New
Long Sleeve Shirt	350	\$ 65.95	\$ 23,082.50	\$131.91
Short Sleeve Shirt	163	\$ 56.57	\$ 9,220.91	\$113.15
Trousers	686		\$ 51,209.90	\$149.31
			GRAND TOTAL	\$ 83,513.31

TR1263	Uniform Trousers	uniform	Standard	TR1263	each	Supply Warehouse	20	500			\$149.31	60R	PTAN	Gender	Men
TR1263	Uniform Trousers	uniform	Standard	TR1263	each	Supply Warehouse	20	500			\$149.31	60L	PTAN	Gender	Men
TR1263	Uniform Trousers	uniform	Standard	TR1263	each	Supply Warehouse	20	500			\$149.31	61S	PTAN	Gender	Men
TR1263	Uniform Trousers	uniform	Standard	TR1263	each	Supply Warehouse	20	500			\$149.31	61R	PTAN	Gender	Men
TR1263	Uniform Trousers	uniform	Standard	TR1263	each	Supply Warehouse	20	500			\$149.31	61L	PTAN	Gender	Men
TR1263	Uniform Trousers	uniform	Standard	TR1263	each	Supply Warehouse	20	500			\$149.31	62S	PTAN	Gender	Men
TR1263	Uniform Trousers	uniform	Standard	TR1263	each	Supply Warehouse	20	500			\$149.31	62R	PTAN	Gender	Men
TR1263	Uniform Trousers	uniform	Standard	TR1263	each	Supply Warehouse	20	500			\$149.31	62L	PTAN	Gender	Men
TR1262	Uniform Trousers	uniform	Military	TR1262	each	Supply Warehouse	20	500		4	\$149.31	34S X 29	PTAN	Gender	Men

1.1



1.2



1.3



1.4



1.5



1.5



The logo is a yellow shield with a black border. The text "IOWA STATE PATROL" is written in bold, black, sans-serif capital letters, centered within the shield. The shield has a slightly irregular shape with a small notch at the bottom.

**IOWA
STATE
PATROL**