

STATE OF MICHIGAN  
 DEPARTMENT OF MANAGEMENT AND BUDGET  
 PURCHASING OPERATIONS  
 P.O. BOX 30026, LANSING, MI 48909  
 OR  
 530 W. ALLEGAN, LANSING, MI 48933

March 16, 2010

**CHANGE NOTICE NO. 4**  
**TO**  
**CONTRACT NO. 071B6200245**  
**between**  
**THE STATE OF MICHIGAN**  
**and**

NAME & ADDRESS OF VENDOR  <b>Metropolitan Uniform Company</b> <b>455 Macomb St.</b> <b>Detroit, MI 48226</b>  Email: <a href="mailto:Cowboy1361@aol.com">Cowboy1361@aol.com</a>	TELEPHONE: (313) 961-4823 <b>Jeff Dubin ext. 305</b>
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-0301 <b>Sue Cieciva</b>
Contract Compliance Inspector: F/Lt. Eric Johnson (517) 336-6318 <b>Uniform Shirts and Trousers – Michigan State Police</b>	
CONTRACT PERIOD: From: <b>May 3, 2006</b> To: <b>April 30, 2011</b>	
TERMS <b>Net 30 Days</b>	SHIPMENT <b>60 Calendar Days ARO – Trousers</b> <b>90 Calendar Days ARO – Shirts</b>
F.O.B. <b>Delivered</b>	SHIPPED FROM <b>N/A</b>
MINIMUM DELIVERY REQUIREMENTS <b>Refer to Article 1.302</b>	

**NATURE OF CHANGE (S):**

Effective immediately the State of Michigan hereby exercises the second Contract option year making the new expiration date April 30, 2011.

All other terms, conditions, specifications and pricing remain unchanged.

**AUTHORITY/REASON:**

Per agency request dated February 1, 2010, DMB Purchasing Operations request by letter dated March 2, 2010 and vendor agreement (Jeff Dubin) by letter March 10, 2010.

**TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$1,488,322.70**

STATE OF MICHIGAN  
DEPARTMENT OF MANAGEMENT AND BUDGET  
PURCHASING OPERATIONS  
P.O. BOX 30026, LANSING, MI 48909  
OR  
530 W. ALLEGAN, LANSING, MI 48933

March 3, 2009

CHANGE NOTICE NO. 3  
TO  
CONTRACT NO. 071B6200245  
between  
THE STATE OF MICHIGAN  
and

NAME & ADDRESS OF VENDOR  <b>Metropolitan Uniform Company</b> <b>455 Macomb St.</b> <b>Detroit, MI 48226</b>  Email: <a href="mailto:Cowboy1361@aol.com">Cowboy1361@aol.com</a>	TELEPHONE: (313) 961-4823 <b>Jeff Dubin ext. 305</b>
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-0301 <b>Sue Cieciva</b>
Contract Compliance Inspector: F/Lt. Eric Johnson (517) 336-6318 <b>Uniform Shirts and Trousers – Michigan State Police</b>	
CONTRACT PERIOD: From: <b>May 3, 2006</b> To: <b>April 30, 2010</b>	
TERMS <b>Net 30 Days</b>	SHIPMENT <b>60 Calendar Days ARO – Trousers</b> <b>90 Calendar Days ARO – Shirts</b>
F.O.B. <b>Delivered</b>	SHIPPED FROM <b>N/A</b>
MINIMUM DELIVERY REQUIREMENTS <b>Refer to Article 1.302</b>	

**NATURE OF CHANGE (S):**

Effective immediately this Contract is hereby EXTENDED one year to April 30, 2010.

All other terms, conditions, specifications and pricing remain unchanged.

**AUTHORITY/REASON:**

Per agency request dated February 17, 2009 and vendor agreement (Jeff Dubin) by letter Dated February 10, 2009.

**TOTAL REVISED CONTRACT VALUE: \$1,488,322.70**

STATE OF MICHIGAN  
DEPARTMENT OF MANAGEMENT AND BUDGET  
PURCHASING OPERATIONS  
P.O. BOX 30026, LANSING, MI 48909  
OR  
530 W. ALLEGAN, LANSING, MI 48933

February 3, 2009

**CHANGE NOTICE NO. 2**  
**TO**  
**CONTRACT NO. 071B6200245**  
**between**  
**THE STATE OF MICHIGAN**  
**and**

NAME & ADDRESS OF VENDOR  <b>Metropolitan Uniform Company</b> <b>455 Macomb St.</b> <b>Detroit, MI 48226</b>  Email: <a href="mailto:Cowboy1361@aol.com">Cowboy1361@aol.com</a>	TELEPHONE: (313) 961-4823 <b>Jeff Dubin</b> ext. 305
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-0301 <b>Sue Cieciva</b>
Contract Compliance Inspector: F/Lt. Eric Johnson (517) 336-6318 <b>Uniform Shirts and Trousers – Michigan State Police</b>	
CONTRACT PERIOD: From: <b>May 3, 2006</b> To: <b>April 30, 2009</b>	
TERMS <b>Net 30 Days</b>	SHIPMENT <b>60 Calendar Days ARO – Trousers</b> <b>90 Calendar Days ARO – Shirts</b>
F.O.B. <b>Delivered</b>	SHIPPED FROM <b>N/A</b>
MINIMUM DELIVERY REQUIREMENTS <b>Refer to Article 1.302</b>	

**NATURE OF CHANGE (S):**

Effective immediately this Contract is hereby **INCREASED** by \$86,935.20 for the purchase of replacement Michigan Youth Challenge Academy cadet uniforms for the Department of Military & Veterans Affairs. Reference purchase order no. 511N9200669 dated December 23, 2008.

All other terms, conditions, specifications and pricing remain unchanged.

**AUTHORITY/REASON:**

Per agency request dated December 23, 2008, vendor quote dated December 18, 2008, and State Administrative Board approval on February 3, 2009.

**TOTAL REVISED CONTRACT VALUE: \$1,488,322.70**

**STATE OF MICHIGAN  
 DEPARTMENT OF MANAGEMENT AND BUDGET  
 PURCHASING OPERATIONS  
 P.O. BOX 30026, LANSING, MI 48909  
 OR  
 530 W. ALLEGAN, LANSING, MI 48933**

February 12, 2008

**CHANGE NOTICE NO. 1  
 OF  
 CONTRACT NO. 071B6200245  
 between  
 THE STATE OF MICHIGAN  
 and**

NAME & ADDRESS OF VENDOR  <b>Metropolitan Uniform Company          455 Macomb St.          Detroit, MI 48226</b>  Email: <a href="mailto:Cowboy1361@aol.com">Cowboy1361@aol.com</a>	TELEPHONE (313) 961-4823 <b>Jeff Dubin</b> ext. 305
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-0301 <b>Sue Cieciva</b>
Contract Compliance Inspector: F/Lt. Joel Allen (517) 336-6318 <b>Uniform Shirts and Trousers – Michigan State Police</b>	
CONTRACT PERIOD: From: <b>May 3, 2006</b> To: <b>April 30, 2009</b>	
TERMS <b>Net 30 Days</b>	SHIPMENT <b>60 Calendar Days ARO</b>
F.O.B. <b>Delivered</b>	SHIPPED FROM <b>N/A</b>
MINIMUM DELIVERY REQUIREMENTS <b>Refer to Article 1.302</b>	

**NATURE OF CHANGE (S):**

Effective immediately, Article 1.301 Time Frames and Article 1.302 Minimum Order are hereby **CHANGED** to read as follows:

**1.301 TIME FRAMES**

Orders for trousers shall be delivered within 60 calendar days after receipt of order.  
 Orders for shirts shall be delivered within 90 calendar days after receipt of order.  
 This delivery time frame will only apply to minimum order requirements as described in 1.302.

**1.302 MINIMUM ORDER**

The minimum order size shall be as follows:  
 100 shirts (dark blue), assorted styles/sizes  
 100 shirts (light blue), assorted styles/sizes  
 50 pairs summer trousers, various sizes, combination of men's and women's  
 50 pairs winter trousers, various sizes, combination of men's and women's

Also, there shall be no additional charges (handling fees) to be applicable on any orders as indicated on the attached Item Listing.

In addition, the Contract Compliance Inspector is hereby CHANGED to:

F/Lt. Eric Johnson  
Michigan State Police  
Field Services Bureau  
Email: [johnsoneric@michigan.gov](mailto:johnsoneric@michigan.gov)  
Phone: (517) 336-6318  
Fax: (517) 333-4289

All other terms, conditions, specifications and pricing remain unchanged.

**AUTHORITY/REASON:**

Per DMB, Purchasing Operations request by letter dated December 5, 2007 due to vendor performance #551Y7200004, vendor acceptance by email dated January 17, 2008 and letter dated July 7, 2007, and agency agreement.

**TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$1,401,387.50**

STATE OF MICHIGAN  
DEPARTMENT OF MANAGEMENT AND BUDGET  
PURCHASING OPERATIONS  
P.O. BOX 30026, LANSING, MI 48909  
OR  
530 W. ALLEGAN, LANSING, MI 48933

May 5, 2006

NOTICE  
OF  
CONTRACT NO. 071B6200245  
between  
THE STATE OF MICHIGAN  
and

NAME & ADDRESS OF VENDOR  <b>Metropolitan Uniform Company</b> <b>455 Macomb St.</b> <b>Detroit, MI 48226</b>  Email: <a href="mailto:Cowboy1361@aol.com">Cowboy1361@aol.com</a>	TELEPHONE (313) 961-4823 <b>Jeff Dubin</b> ext. 305
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-0301 <b>Sue Cieciva</b>
Contract Compliance Inspector: F/Lt. Joel Allen (517) 336-6318 <b>Uniform Shirts and Trousers – Michigan State Police</b>	
CONTRACT PERIOD: From: <b>May 3, 2006</b> To: <b>April 30, 2009</b>	
TERMS <b>Net 30 Days</b>	SHIPMENT <b>60 Calendar Days ARO</b>
F.O.B. <b>Delivered</b>	SHIPPED FROM <b>N/A</b>
MINIMUM DELIVERY REQUIREMENTS <b>Refer to Article 1.302</b>	

The terms and conditions of this Contract are those of ITB #07116200081, this Contract Agreement and the vendor's quote dated February 2, 2006. In the event of any conflicts between the specifications, terms and conditions indicated by the State and those indicated by the vendor, those of the State take precedence.

Estimated Contract Value: \$1,401,387.50





**STATE OF MICHIGAN  
DEPARTMENT OF MANAGEMENT AND BUDGET  
PURCHASING OPERATIONS**

**Contract No. 071B6200245**

**UNIFORM SHIRTS AND TROUSERS  
Michigan State Police**

**Buyer Name: Sue Ciecwa  
Telephone Number: 517-373-0301  
E-Mail Address: [CiecwaS@michigan.gov](mailto:CiecwaS@michigan.gov)**



**Uniform Shirts and Trousers**

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Specifications

- Men's and Women's Uniform Shirts
- Men's and Women's Summer Uniform Trousers
- Men's and Women's Winter Uniform Trousers

Item Listing/Pricing Page



## **Article1 – Statement of Work (SOW)**

### **1.0 Introduction**

#### **1.001 DEFINING DOCUMENT**

This document contains or incorporates defined requirements, the specifications and scope of work, and all contractual terms and conditions.

#### **1.002 PROJECT TITLE AND DESCRIPTION**

This Contract is for uniform shirts and trousers for the Michigan State Police (MSP). Uniform shirts and trousers shall meet specifications such as material, style, sizes, measurement tolerances, manufacturing requirements, packaging, product delivery, production, and inventory. Article 1 provides requirements associated with this Contract.

##### **Background Information:**

This Contract provides MSP with a Contractor who meets specifications and is able to provide men's and women's uniform shirts and trousers for approximately 2,000 uniform officers throughout the state. All uniform shirts and trousers shall be manufactured using automated computerized cutting systems to ensure consistency of fit and perfection of all components as well as dimensions of finished garments.

#### **1.003 PROJECT CONTROL**

##### Project Control

- a. The Contractor will carry out this project under the direction and control of MSP.
- b. Although there will be continuous liaison with the Contractor team, the client agency's project director will meet as required, with the Contractor's project manager for the purpose of reviewing progress and providing necessary guidance to the Contractor in solving problems that arise.

#### **1.004 COMMENCEMENT OF WORK**

Contractor shall show acceptance of this agreement by signing two copies of this Contract and returning it to the Contract Administrator. Contractor shall not proceed with performance of the work to be done under this agreement, including the purchase of necessary materials, until both parties have signed this agreement to show acceptance of its terms.

### **1.1 Product Quality**

#### **1.101 SPECIFICATIONS**

Approved Brands or Manufacturers' lines - Acceptable brands are noted on the attached Lists of Specifications. All commodities to be furnished hereunder shall conform to the specifications as noted. The required sizes are listed in the respective specifications. However, this listing shall not limit the availability of made to measure sizes, should the need develop.

The Contractor shall provide the same unit price for all stock sizes of a particular item. Stock sizes shall be identified as the size requirements for each product. A separate charge may be incurred for special sizes or necessary alterations, not identified in the specifications, which may be requested by MSP. The charge shall be mutually agreed upon between MSP and the Contractor. All special size requests shall be tailored to the measurements ordered. The Contractor shall agree to exchanges when sizing is incorrect. Shipping charges shall be paid by the party responsible for the incorrect size ordered/shipped. Contractor shall provide Deliverables, and otherwise do all things necessary for or incidental to the performance of work, as set forth in the attached specifications.

**1.102 RESERVED****1.103 RESERVED****1.104 WARRANTY FOR PRODUCTS OR SERVICES**

The warranty for products or services procured under this Contract shall be the warranty offered by the manufacturer, Fechheimer Brothers Company as follows.

The Fechheimer Brothers Company warrants to the original purchaser that the product(s) purchased will be free of defects for a period of one (1) year from the date of purchase from the authorized dealer (Contractor).

Should this garment become defective during the warranty period, MSP will promptly return it to Fechheimer with the dated proof of purchase. Fechheimer Brothers Company agrees to repair or replace at its option any item determined to be defective without charge.

This warranty does not cover abnormal wear and tear, nor color fastness of reflective fabrics, nor damage from chemicals, fire misuse, accident or negligence. This warranty applies only to the original purchase of the covered product(s) and is not transferable.

**1.2 Service Capabilities****1.201 CUSTOMER SERVICE/ORDERING**

The Contractor shall have the capacity to receive orders electronically, by phone, facsimile, and by written order. The Contractor shall provide a statewide toll-free phone number for phone orders. Contractor shall have internal controls, approved by Purchasing Operations, to insure that authorized individuals with the State place orders. The Contractor shall verify orders that have quantities that appear to be abnormal or excessive.

The Contractor has an established Internet store at <http://www.metropolitanuniform.com>, which will allow MSP to electronically sign on to the Contractor's system and purchase contract items over the Internet. The ability to immediately send the Contractor a message over the Internet is implemented in this application. MSP personnel will be able to contract the Contractor by selecting which fit center they want to send a message to and the designated representative for that center will contact them shortly thereafter. If needed, the Contractor can design a custom Internet store specifically geared toward MSP.

The Contractor shall have an accessible customer service department with an individual specifically assigned to State of Michigan accounts. The Contractor's customer service must respond to State agency inquiries promptly.

Any supplies and services to be furnished under this Contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule.

All delivery orders or task orders are subject to the terms and conditions of this Contract. In the event of conflict between a delivery order or task order and this Contract, the Contract shall control.

If mailed, a delivery order or task order is considered "issued" when the State deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods.

**1.202 TRAINING**

The Contractor shall provide training to individual agencies, when necessary, on aspects of ordering, shipping, billing, and receiving. At the request of the Contract Administrator, the Contractor shall provide in-service training to agency personnel on products, installation, and product safety issues. The Contractor shall also provide agency training jointly with the State as needed during the period covered by the Contract at no additional charge.

**1.203 REPORTING**

The Contractor shall be able to provide various reports, when requested by the State. Examples include itemized report of total items (commodities and services) purchased by all agencies or individual agencies, open invoice reports, delivery compliance reports, quantity reports, service compliance reports, etc.

**1.204 SPECIAL PROGRAM – Electronic POS System**

MSP will have direct access to Contractor's electronic POS system, which will give them the ability to place orders more quickly, view real-time inventories and more.

**1.205 RESERVED****1.3 Delivery Capabilities****1.301 TIME FRAMES**

All orders shall be delivered within 60 calendar days after receipt of order. This delivery time frame will only apply to minimum order requirements as described in 1.302.

**1.302 MINIMUM ORDER**

The minimum order size shall be as follows:

- 500 shirts (dark blue), assorted styles/sizes
- 150 shirts (light blue), assorted styles/sizes
- 100 pairs summer trousers, various sizes, combination of men's and women's
- 100 pairs winter trousers, various sizes, combination of men's and women's

Also, there shall be no additional charges (handling fees) to be applicable on any orders as indicated in the bidder's proposal or on the attached Item Listing.

**1.303 PACKAGING**

The Contractor shall provide packaging that most closely meets these packaging sizes. The state reserves the right of final approval on packaging offered by the Contractor.

Shirts

Finished shirts shall be military pressed and folded with one shirt per plastic bag. No pins, cardboard, or plastic butterflies at the neck are to be used in packaging. Shirts are to be conveniently boxed in storage boxes with only one size per box. Storage boxes shall be cut to fit two boxes in a space that measures 24" deep, 36" wide, and 12" high.

Each storage box shall be labeled on the end with the following information:

1. Uniform Shirt, Men's or Women's, and Long or Short Sleeve
2. Color, Dark Blue or Light Blue
3. Size
4. MSP Commodity Number
5. Quantity
6. Year of Manufacture
7. Purchase Order Number
8. One (1) MSP Bar Code Label to be supplied by MSP at time of order



### Summer Trousers

Finished trousers shall be conveniently boxed with no more than eight (8) trousers per box and only one (1) size per box. Boxes shall be die cut, measuring 23" long, 16" wide, 4" high. Each box shall be labeled on the end with the following information:

1. Summer Trousers, Men's or Women's
2. Size
3. MSP Commodity Number
4. Quantity
5. Year of Manufacture
6. Purchase Order Number
7. One (1) MSP Bar Code Label to be supplied by MSP at time of order

Storage boxes may be packaged in any quantity convenient for shipping.

### Winter Trousers

All winter trousers shall be conveniently boxed with no more than five (5) trousers per box, only one (1) size per box. Each box shall be labeled on the end with the following information:

1. Winter Trousers, Men's or Women's
2. Size
3. Quantity
4. MSP Commodity Number
5. Year of Manufacture

All boxed shirts and trousers shall be conveniently cartoned and each carton containing the storage boxes shall be labeled with the following information:

1. Number of shirts or trousers contained in carton
2. MSP Commodity Number
3. Purchase Order Number

Packaging and containers, etc., shall be in accordance with supplier's commercial practice and shall meet the requirements of Department of Transportation (D.O.T.) and rail and motor carrier freight classifications in effect at time of shipment, which will permit application of the lowest freight rate.

### **1.304 PALLETIZING**

Shipments shall be palletized whenever possible and shall conform to the following:

- Manufacturers standard 4-way shipping pallets are acceptable.
- Maximum height: 5'6"; including pallet.
- Maximum weight: 3500 pounds; including pallet.
- Pallets are to be securely banded or shrink-wrapped.
- The cost of palletizing must be included in the unit price.

### **1.305 DELIVERY TERM**

Prices shall be "F.O.B. Delivered" with transportation charges prepaid on all orders.

### **1.306 SAMPLES**

#### **Pre-Production Samples:**

Pre-production sample sizes will be determined by the MSP. **It is mandatory that the material and color be as specified in this document.**

**Shirts**

Prior to receiving the first order, the Contractor must supply pre-production samples to MSP within 30 days. These samples are to include 8 shirts: Four dark blue men's and women's, long and short sleeve and four light blue men's and women's, long and short sleeve.

**Summer Trousers (Men's)**

Upon contract being executed, the Contractor must supply ten pre-production samples within 30 days.

**Summer Trousers (Women's)**

Upon contract being executed, the Contractor must supply ten pre-production samples within 30 days.

**Winter Trousers (Men's)**

Upon contract being executed, the Contractor must supply ten pre-production samples within 30 days.

**Winter Trousers (Women's)**

Upon contract being executed, the Contractor must supply ten pre-production samples within 30 days.

**Production Samples:****Summer and Winter Uniform Trousers (Men's and Women's)**

Upon arrival to the MSP, a random sampling of trousers will be made to ensure adherence to MSP specifications. Should this random sampling discover manufacturing not to MSP specifications, all trousers in that shipment may be returned to the manufacturer for correction or replacement at manufacturer's expense. Release of payment for each order will not be made until the shipment has been approved by the Field Services Bureau.

MSP will maintain one set of trousers of various sizes from the first approved shipment. This will be considered the master pattern and be used as part of the approval process. Variance from this master pattern can result in the order being refused. Pattern changes shall not be made without departmental approval.

**1.4 Project Price****1.401 PRICING**

Please refer to the attached Item Listing for pricing for the items included on this Contract.

The Contractor shall provide the same unit price for all stock sizes of a particular item. Stock sizes shall be identified as the size requirements for each product. A separate charge may be incurred for special sizes or necessary alterations, not identified in the specifications, which may be requested by MSP. This charge shall be mutually agreed upon between MSP and the Contractor. All special size requests shall be tailored to the measurements ordered. The Contractor shall agree to exchanges when sizing is incorrect. Shipping charges shall be paid by the party responsible for the incorrect size ordered/shipped. Contractor shall provide Deliverables, and otherwise do all things necessary for or incidental to the performance of work, as set forth in the attached specifications.

**1.402 QUICK PAYMENT TERMS - RESERVED****1.403 PRICE TERM**

A single price per item for standard sizes identified in the attached item listing/pricing page shall be provided. Prices quoted are the maximum for a period of 365 days from date Contract becomes effective.

Prices may be subject to revision at the end of each 365-day period if there are changes in the general industry. Revisions may be either increases or decreases and may be requested by either party. Evidence of general industry changes, such as revised printed price lists or notices, and evidence that the change actually affected the Contractor's costs for materials must accompany the request. The prices quoted shall be firm for 365 days. Requests for price changes shall be received in writing at least thirty (30) days prior to their effective date and are subject to written acceptance before becoming effective. If proposed prices are



not acceptable to either party, the Contract may be cancelled. The Contractor remains responsible for performing according to the Contract terms at the Contract price for all orders received before price revisions are approved or before the Contract is cancelled.

The postmark date on the Contract Release will determined prices to be changed on orders (requesting a single shipment to be delivered prior to the effective date of the price revision) which may already be in transit to the Contractor prior to the new price implementation date. Orders issued by agencies requesting multiple deliveries, over a specified period of time, which may overlap two price periods, shall reflect the current price at the time of delivery.

**1.5 Quantity term**

Requirements – Vendor agrees to supply all that the state requires

**1.6 Other Terms and Conditions Needed for this Contract**



## **Article 2 – General Terms and Conditions**

### **2.0 Introduction**

#### **2.001 GENERAL PURPOSE**

This Contract is for uniform shirts and trousers for the Michigan State Police. Exact quantities to be purchased are unknown, however the Contractor will be required to furnish all such materials and services as may be ordered during the CONTRACT period. Quantities specified if any, are estimates based on prior purchases, and the State is not obligated to purchase in these or any other quantities. Orders for delivery will be issued directly to the Contractor by various State Agencies on the Purchase Order Contract Release Form.

#### **2.002 ISSUING OFFICE AND CONTRACT ADMINISTRATOR**

This Contract is issued by Purchasing Operations, State of Michigan, Department of Management and Budget, hereinafter known as Purchasing Operations, for the Michigan State Police, hereinafter known as MSP. Where actions are a combination of those of Purchasing Operations and the State agencies, the authority will be known as the State.

Purchasing Operations is the sole point of contact in the State with regard to all procurement and contractual matters relating to the commodities and/or services described herein. Purchasing Operations is the only office authorized to negotiate, change, modify, amend, alter, clarify, etc., the specifications, terms, and conditions of the Contract. Purchasing Operations will remain the SOLE POINT OF CONTACT throughout the procurement process.

**Contractor proceeds at its own risk if it takes negotiation, changes, modification, alterations, amendments, clarification, etc., of the specifications, terms, or conditions of the contract from any individual or office other than Purchasing Operations and the listed contract administrator**

All communications covering this procurement must be addressed to Contract Administrator indicated below:

Department of Management and Budget  
Purchasing Operations  
Attn: Sue Cieciva, Buyer Specialist  
2nd Floor, Mason Building  
P.O. Box 30026  
Lansing, Michigan 48909  
Email: [ciecivas@michigan.gov](mailto:ciecivas@michigan.gov)  
Phone: (517) 373-0301  
Fax: (517) 335-0046

#### **2.003 NOTICE**

Any notice given to a party under this Contract must be written and shall be deemed effective, if addressed to such party as addressed below upon (i) delivery, if hand delivered; (ii) receipt of a confirmed transmission by facsimile if a copy of the notice is sent by another means specified in this section; (iii) the third (3rd) Business Day after being sent by U.S. mail, postage pre-paid, return receipt requested; or (iv) the next Business Day after being sent by a nationally recognized overnight express courier with a reliable tracking system.

#### **2.004 CONTRACT TERM**

The term of this Contract will be for three (3) years and will commence with the issuance of a Contract. This will be approximately May 3, 2006 through April 30, 2009.

**Option.** The State reserves the right to exercise two (2) one-year options, at the sole option of the State. Contractor performance, quality of products, price, cost savings, and the contractor's ability to deliver on time are some of the criteria that will be used as a basis for any decision by Purchasing Operations to exercise an option year.



**Extension.** At the sole option of the State, the Contract may also be extended. Contractor performance, quality of products, price, cost savings, and the contractor's ability to deliver on time are some of the criteria that will be used as a basis for any decision by Purchasing Operations to exercise an option year.

Written notice will be provided to the Contractor within thirty (30) days, provided that the State gives the Contractor a preliminary written notice of its intent to extend at least sixty (60) days before the Contract expires. The preliminary notice does not commit the State to an extension. If the State exercises this option, the extended Contract shall be considered to include this option clause.

## 2.005 GOVERNING LAW

This Contract shall in all respects be governed by, and construed in accordance with, the laws of the State of Michigan. By signing this agreement, vendor consents to personal jurisdiction in the state of Michigan. Any dispute arising herein shall be resolved in the State of Michigan.

## 2.006 APPLICABLE STATUTES

The following statutes, rules, and laws are applicable to the performance of this Contract; some statutes are reflected in the clauses of this Contract. This list is NOT exhaustive.

MI Uniform Commercial Code (MIUCC) MCL 440. (All sections unless otherwise altered by agreement)  
 MI OSHA MCL §§ 408.1001 – 408.1094  
 Freedom of Information Act (FIOA) MCL §§ 15.231, et seq.  
 Natural Resources and Environmental Protection Act MCL §§ 324.101, et seq.  
 MI Consumer Protection Act MCL §§ 445.901 – 445.922  
 Laws relating to wages, payments of wages, and fringe benefits on state projects MCL §§ 408.551 – 408.558, 408.471 – 408.490, 1965 PA 390.  
 Department of Civil Service Rules and regulations  
 Elliot Larsen Civil Rights Act MCL §§ 37.2201, et seq.  
 Persons with disabilities Civil Rights Act MCL §§ 37.1101, et seq.  
 MCL §§ 423.321, et seq.  
 MCL § 18.1264 (law regarding debarment)  
 Davis-Bacon Act (DBA) 40 USCU §§ 276(a), et seq.  
 Contract Work Hours and Safety Standards Act (CWHSSA) 40 USCS § 327, et seq.  
 Business Opportunity Act for Persons with Disabilities MCL §§ 450.791 – 450.795  
 Rules and regulations of the Environmental Protection Agency  
 Internal Revenue Code  
 Rules and regulations of the Equal Employment Opportunity Commission (EEOC)  
 The Civil Rights Act of 1964, USCS Chapter 42  
 Title VII, 42 USCS §§ 2000e et seq.  
 The Americans with Disabilities Act (ADA), 42 USCS §§ 12101 et seq.  
 The Age Discrimination in Employment Act of 1967 (ADEA), 29 USCS §§ 621, 623 et seq.  
 The Old Workers Benefit and Protection Act of 1990 (OWBPA), 29 USCS §§ 626, et seq.  
 The Family Medical Leave Act of 1993 (FMLA), 29 USC §§ 651 et seq.  
 The Fair Labor Standards Act (FLSA), 29 USC §§ 201 et seq.  
 Pollution Prevention Act of 1990 (PPA) 42 U.S.C. §13106  
 Sherman Act, 15 U.S.C.S. § 1 et seq.  
 Robinson-Patman Act, 15 U.S.C.S. § 13 et. seq.  
 Clayton Act, 15 U.S.C.S. § 14 et seq.

## 2.007 RELATIONSHIP OF THE PARTIES

The relationship between the State and the Contractor is that of client and independent Contractor. No agent, employee, or servant of the Contractor or any of its subcontractors shall be or shall be deemed to be an employee, agent, or servant of the State for any reason. The Contractor will be solely and entirely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of this Contract.

**2.008 HEADINGS**

Captions and headings used in the Contract are for information and organization purposes. Captions and headings, including inaccurate references, do not, in any way, define or limit the requirements or terms and conditions of this Contract.

**2.009 MERGER**

This document constitutes the complete, final, and exclusive agreement between the parties. All other prior writings and negotiations are ineffective.

**2.010 SEVERABILITY**

Each provision of the Contract shall be deemed to be severable from all other provisions of the Contract and, if one or more of the provisions of the Contract shall be declared invalid, the remaining provisions of the Contract shall remain in full force and effect.

**2.011 SURVIVORSHIP**

Any provisions of the Contract that impose continuing obligations on the parties including, but not limited to the Contractor's indemnity and other obligations shall survive the expiration or cancellation of the Contract for any reason.

**2.012 NO WAIVER OF DEFAULT**

The failure of a party to insist upon strict adherence to any term of the Contract shall not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term or any other term of the Contract.

**2.013 PURCHASE ORDERS**

Orders for delivery of commodities and/or services may be issued directly only by MSP through the issuance of a Purchase Order Form referencing this Contract (Blanket Purchase Order) agreement and the terms and conditions contained herein. Contractor is asked to reference the Purchase Order Number on all invoices for payment.

**2.1 Vendor/Contractor Obligations****2.101 ACCOUNTING RECORDS**

The Contractor and all subcontractors shall maintain all pertinent financial and accounting records and evidence pertaining to the Contract in accordance with generally accepted principles of accounting and other procedures specified by the State of Michigan. Financial and accounting records shall be made available, upon request, to the State of Michigan, its designees, or the Michigan Auditor General at any time during the Contract period and any extension thereof, and for three years from expiration date and final payment on the Contract or extension thereof.

**2.102 NOTIFICATION OF OWNERSHIP**

The Contractor shall make the following notifications in writing:

1. When the Contractor becomes aware that a change in its ownership or officers has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the Contractor shall notify Purchasing Operations within 30 days.
2. The Contractor shall also notify the Purchasing Operations within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership or officers.



The Contractor shall:

1. Maintain current, accurate, and complete inventory records of assets and their costs;
2. Provide Purchasing Operations or designated representative ready access to the records upon request;
3. Ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the Contractor's ownership or officer changes; and
4. Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each Contractor ownership or officer change.

**2.103 RESERVED**

**2.104 RESERVED**

**2.105 RESERVED**

**2.106 PREVAILING WAGE-RESERVED**

**2.107 PAYROLL AND BASIC RECORDS-RESERVED**

**2.108 COMPETITION IN SUB-CONTRACTING**

The Contractor shall select subcontractors (including suppliers) on a competitive basis to the maximum practical extent consistent with the objectives and requirements of the Contract.

**2.109 RESERVED**

**2.2 Contract Performance**

**2.201 RESERVED**

**2.202 CONTRACT PAYMENT SCHEDULE**

All invoices should reflect actual work done. Specific details of invoices and payments will be agreed upon between the Contract Administrator and the Contractor after the proposed Contract Agreement has been signed and accepted by both the Contractor and the Director of Purchasing Operations, Department of Management & Budget. This activity will occur only upon the specific written direction from Purchasing Operations.

The specific payment schedule for any Contract(s) entered into, as the State and the Contractor(s) will mutually agree upon the result of this RFP. The schedule should show payment amount and should reflect actual work done by the payment dates, less any penalty cost charges accrued by those dates. As a general policy statements shall be forwarded to the designated representative by the 15th day of the following month.

**2.203 POSSIBLE PROGRESS PAYMENTS-RESERVED**

**2.204 RESERVED**

**2.205 ELECTRONIC PAYMENT AVAILABILITY**

Electronic transfer of funds is MANDATORY for State contractors. Vendor is required to register with the State of Michigan Office of Financial Management so the State can make payments related to this Contract electronically at [www.cpexpress.state.mi.us](http://www.cpexpress.state.mi.us).



## 2.206 RESERVED

## 2.3 Contract Rights and Obligations

### 2.301 INCURRING COSTS

The State of Michigan is not liable for any cost incurred by the Contractor prior to signing of the Contract. The State fiscal year is October 1st through September 30th. The Contractor(s) should realize that payments in any given fiscal year are contingent upon enactment of legislative appropriations. Total liability of the State is limited to terms and conditions of the Contract.

### 2.302 CONTRACTOR RESPONSIBILITIES

The Contractor will be required to assume responsibility for all contractual activities, whether or not that Contractor performs them. Further, the State will consider the Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Contract. If any part of the work is to be subcontracted, the Contract must include a list of subcontractors, including firm name and address, contact person and a complete description of work to be subcontracted. The State reserves the right to approve subcontractors and to require the Contractor to replace subcontractors found to be unacceptable. The Contractor is totally responsible for adherence by the subcontractor to all provisions of the Contract. Any change in subcontractors must be approved by the State, in writing, prior to such change.

### 2.303 ASSIGNMENT AND DELEGATION

The Contractor shall not have the right to assign this Contract, to assign its rights under this Contract, or delegate any of its duties or obligations under the Contract to any other party (whether by operation of law or otherwise), without the prior written consent of the State. Any purported assignment in violation of this Section shall be null and void. Further, the Contractor may not assign the right to receive money due under the Contract without the prior written consent of the Director of Purchasing Operations.

The Contractor shall not delegate any duties or obligations under the Contract to a subcontractor other than a subcontractor named and approved in the bid unless the Director of Purchasing Operations has given written consent to the delegation.

**Bidder must obtain the approval of the Director of Purchasing Operations before using a place of performance that is different from the address that bidder provided in the bid.**

### 2.304 TAXES

Sales Tax: For purchases made directly by the State of Michigan, the State is exempt from State and Local Sales Tax. Prices shall not include such taxes. Exemption Certificates for State Sales Tax will be furnished upon request.

Federal Excise Tax: The State of Michigan may be exempt for Federal Excise Tax, or such taxes may be reimbursable, if articles purchased under this Contract are used for the State's exclusive use. Certificates exclusive use for the purposes of substantiating a tax-free, or tax-reimbursable sale will be sent to the Contractor upon request. If a sale is tax exempt or tax reimbursable under the Internal Revenue Code, prices shall not include the Federal Excise Tax.

The State's Tax Exempt Certification is available for vendor viewing upon request to the Contract Administrator.

### 2.305 INDEMNIFICATION

#### General Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the State, its departments, divisions, agencies, sections, commissions, officers, employees and agents, from and against all losses, liabilities, penalties, fines, damages and claims (including taxes), and all



related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties), arising from or in connection with any of the following:

1. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from (1) the product provided or (2) performance of the work, duties, responsibilities, actions or omissions of the Contractor or any of its subcontractors under this Contract.
2. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from a breach by the Contractor of any representation or warranty made by the Contractor in the Contract;
3. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or related to occurrences that the Contractor is required to insure against as provided for in this Contract;
4. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from the death or bodily injury of any person, or the damage, loss or destruction of any real or tangible personal property, in connection with the performance of services by the Contractor, by any of its subcontractors, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable; provided, however, that this indemnification obligation shall not apply to the extent, if any, that such death, bodily injury or property damage is caused solely by the negligence or reckless or intentional wrongful conduct of the State;
5. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents which results from an act or omission of the Contractor or any of its subcontractors in its or their capacity as an employer of a person.

#### Patent/Copyright Infringement Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the State, its employees and agents from and against all losses, liabilities, damages (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties) incurred in connection with any action or proceeding threatened or brought against the State to the extent that such action or proceeding is based on a claim that any piece of equipment, software, commodity or service supplied by the Contractor or its subcontractors, or the operation of such equipment, software, commodity or service, or the use or reproduction of any documentation provided with such equipment, software, commodity or service infringes any United States or foreign patent, copyright, trade secret or other proprietary right of any person or entity, which right is enforceable under the laws of the United States. In addition, should the equipment, software, commodity, or service, or the operation thereof, become or in the Contractor's opinion be likely to become the subject of a claim of infringement, the Contractor shall at the Contractor's sole expense (i) procure for the State the right to continue using the equipment, software, commodity or service or, if such option is not reasonably available to the Contractor, (ii) replace or modify the same with equipment, software, commodity or service of equivalent function and performance so that it becomes non-infringing, or, if such option is not reasonably available to Contractor, (iii) accept its return by the State with appropriate credits to the State against the Contractor's charges and reimburse the State for any losses or costs incurred as a consequence of the State ceasing its use and returning it.

#### Code Indemnification

To the extent permitted by law, the Contractor shall indemnify, defend and hold harmless the State from any claim, loss, or expense arising from Contractor's breach of the No Surreptitious Code Warranty.



### Indemnification Obligation Not Limited

In any and all claims against the State of Michigan, or any of its agents or employees, by any employee of the Contractor or any of its subcontractors, the indemnification obligation under the Contract shall not be limited in any way by the amount or type of damages, compensation or benefits payable by or for the Contractor or any of its subcontractors under worker's disability compensation acts, disability benefits acts, or other employee benefits acts. This indemnification clause is intended to be comprehensive. Any overlap in sub clauses, or the fact that greater specificity is provided as to some categories of risk, is not intended to limit the scope of indemnification under any other sub clause.

### Continuation of Indemnification Obligation

The duty to indemnify will continue in full force and affect not withstanding the expiration or early termination of the Contract with respect to any claims based on facts or conditions, which occurred prior to termination.

### Indemnification Procedures

The procedures set forth below shall apply to all indemnity obligations under this Contract.

- (a) After receipt by the State of notice of the action or proceeding involving a claim in respect of which it will seek indemnification, the State shall promptly notify Contractor of such claim in writing and take or assist Contractor in taking, as the case may be, any reasonable action to avoid the imposition of a default judgment against Contractor. No failure to so notify Contractor shall relieve Contractor of its indemnification obligations except to the extent that Contractor can demonstrate damages attributable to such failure. Within ten (10) days following receipt of written notice from the State relating to any claim, Contractor shall notify the State in writing whether Contractor agrees to assume control of the defense and settlement of that claim (a "Notice of Election"). After notifying Contractor of a claim and prior to the State receiving Contractor's Notice of Election, the State shall be entitled to defend against the claim, at Contractor's expense, and Contractor will be responsible for any reasonable costs incurred by the State in defending against the claim during such period.
- (b) If Contractor delivers a Notice of Election relating to any claim: (i) the State shall be entitled to participate in the defense of such claim and to employ counsel at its own expense to assist in the handling of such claim and to monitor and advise the State about the status and progress of the Defense; (ii) Contractor shall, at the request of the State, demonstrate to the reasonable satisfaction of the State, Contractor's financial ability to carry out its defense and indemnity obligations under this Contract; (iii) Contractor shall periodically advise the State about the status and progress of the defense and shall obtain the prior written approval of the State before entering into any settlement of such claim or ceasing to defend against such claim and (iv) to the extent that any principles of Michigan Stateal or public law may be involved or challenged, the State shall have the right, at its own expense, to control the defense of that portion of such claim involving the principles of Michigan Stateal or public law. Notwithstanding the foregoing, the State may retain control of the defense and settlement of a claim by written notice to Contractor given within ten (10) days after the State's receipt of Contractor's information requested by the State pursuant to clause (ii) of this paragraph if the State determines that Contractor has failed to demonstrate to the reasonable satisfaction of the State Contractor's financial ability to carry out its defense and indemnity obligations under this Section. Any litigation activity on behalf of the State of Michigan, or any of its subdivisions pursuant to this Section, must be coordinated with the Department of Attorney General. In the event the insurer's attorney represents the State pursuant to this Section, the insurer's attorney may be required to be designated as a Special Assistant Attorney General by the Attorney General of the State of Michigan.



- (c) If Contractor does not deliver a Notice of Election relating to any claim of which it is notified by the State as provided above, the State shall have the right to defend the claim in such manner as it may deem appropriate, at the cost and expense of Contractor. If it is determined that the claim was one against which Contractor was required to indemnify the State, upon request of the State, Contractor shall promptly reimburse the State for all such reasonable costs and expenses.

### **2.306 LIMITATION OF LIABILITY**

Except as set forth herein, neither the Contractor nor the State shall be liable to the other party for indirect or consequential damages, even if such party has been advised of the possibility of such damages. Such limitation as to indirect or consequential damages shall not apply to claims for infringement of United States patent, copyright, trademarks or trade secrets; to claims for personal injury or damage to property caused by the gross negligence or willful misconduct of the Contractor; to claims covered by other specific provisions of this Contract calling for liquidated damages; to Contractor's indemnification obligations (2.305); or to court costs or attorney's fees awarded by a court in addition to damages after litigation based on this Contract.

The State's liability for damages to the Contractor shall be limited to the value of the Contract.

### **2.307 CONTRACT DISTRIBUTION**

Purchasing Operations shall retain the sole right of Contract distribution to all State agencies and local units of State unless other arrangements are authorized by Purchasing Operations.

### **2.308 FORM, FUNCTION, AND UTILITY-RESERVED**

### **2.309 ASSIGNMENT OF ANTITRUST CAUSE OF ACTION**

For and in consideration of the opportunity to submit a quotation and other good and valuable consideration, the bidder hereby assigns, sells and transfers to the State of Michigan all rights, title and interest in and to all causes of action it may have under the antitrust laws of the United States or this State for price fixing, which causes of action have accrued prior to the date of payment and which relate solely to the particular goods, commodities, or services purchased or procured by this State pursuant to this transaction.

### **2.310 LIABILITY INSURANCE**

#### **A. Insurance**

The Contractor is required to provide proof of the minimum levels of insurance coverage as indicated below. The purpose of this coverage shall be to protect the State from claims which may arise out of or result from the Contractor's performance of services under the terms of this Contract, whether such services are performed by the Contractor, or by any subcontractor, or by anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable.

The Contractor waives all rights against the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents for recovery of damages to the extent these damages are covered by the insurance policies the Contractor is required to maintain pursuant to this Contract.

All insurance coverage provided relative to this Contract/Purchase Order is PRIMARY and NON-CONTRIBUTING to any comparable liability insurance (including self-insurances) carried by the State.

The insurance shall be written for not less than any minimum coverage specified in this Contract or required by law, whichever is greater.

The insurers selected by Contractor shall have an A.M. Best rating of A or better, or as otherwise approved in writing by the State, or if such ratings are no longer available, with a comparable rating



from a recognized insurance rating agency. Companies that have been approved to do business in the State shall issue all policies of insurance required in this Contract.

See [www.michigan.gov/cis](http://www.michigan.gov/cis)

Where specific limits are shown, they are the minimum acceptable limits. If Contractor's policy contains higher limits, the State shall be entitled to coverage to the extent of such higher limits.

Before both parties sign the Contract or before the purchase order is issued by the State, the Contractor must furnish to the Director of Purchasing Operations, certificate(s) of insurance verifying insurance coverage ("Certificates"). The Certificate must be on the standard "accord" form or equivalent. **THE CONTRACT OR PURCHASE ORDER NO. MUST BE SHOWN ON THE CERTIFICATE OF INSURANCE TO ASSURE CORRECT FILING.** All Certificate(s) are to be prepared and submitted by the Insurance Provider. All Certificate(s) shall contain a provision indicating that coverage afforded under the policies WILL NOT BE CANCELLED, MATERIALLY CHANGED, OR NOT RENEWED without THIRTY (30) days prior written notice, except for ten (10) days for non-payment of premium, having been given to the Director of Purchasing Operations, Department of Management and Budget. The notice must include the Contract or Purchase Order number affected and be mailed to: Director, Purchasing Operations, Department of Management and Budget, P.O. Box 30026, Lansing, Michigan 48909. Failure to provide evidence of coverage, may, at the State's sole option, result in this Contract's termination.

The Contractor is required to pay for and provide the type and amount of insurance checked **below**:

1. Commercial General Liability with the following minimum coverage:

\$2,000,000	General Aggregate Limit other than Products/Completed Operations
\$2,000,000	Products/Completed Operations Aggregate Limit
\$1,000,000	Personal & Advertising Injury Limit
\$1,000,000	Each Occurrence Limit
\$500,000	Fire Damage Limit (any one fire)

The Contractor must list the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents as ADDITIONAL INSUREDS on the Commercial General Liability certificate. The Contractor also agrees to provide evidence that insurance policies contain a waiver of subrogation by the insurance company.

2. If a motor vehicle is used to provide services or products under this Contract, the Contractor must have vehicle liability insurance on any auto including owned, hired and non-owned vehicles used in Contractor's business for bodily injury and property damage as required by law.

The Contractor must list the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents as ADDITIONAL INSUREDS on the vehicle liability certificate. The Contractor also agrees to provide evidence that insurance policies contain a waiver of subrogation by the insurance company.

3. Workers' compensation coverage must be provided in accordance with applicable laws governing the employees and employers work activities in the state of the Contractor's domicile. If a self-insurer provides the applicable coverage, proof must be provided of approved self-insured authority by the jurisdiction of domicile. For employees working outside of the state of qualification, Contractor must provide appropriate certificates of insurance proving mandated coverage levels for the jurisdictions where the employees' activities occur.

Any certificates of insurance received must also provide a list of states where the coverage is applicable.



The Contractor also agrees to provide evidence that insurance policies contain a waiver of subrogation by the insurance company. This provision shall not be applicable where prohibited or limited by the laws of the jurisdiction in which the work is to be performed.

4. Employers liability insurance with the following minimum limits:

\$100,000	each accident
\$100,000	each employee by disease
\$500,000	aggregate disease
5. Employee Fidelity, including Computer Crimes, insurance naming the State as a loss payee, providing coverage for direct loss to the State and any legal liability of the State arising out of or related to fraudulent or dishonest acts committed by the employees of Contractor or its Subcontractors, acting alone or in collusion with others, in a minimum amount of one million dollars (\$1,000,000.00) with a maximum deductible of fifty thousand dollars (\$50,000.00).
6. Umbrella or Excess Liability Insurance in a minimum amount of ten million dollars (\$10,000,000.00), which shall apply, at a minimum, to the insurance required in Subsection 1 (Commercial General Liability) above.
7. Professional Liability (Errors and Omissions) Insurance with the following minimum coverage: three million dollars (\$3,000,000.00) each occurrence and three million dollars (\$3,000,000.00) annual aggregate.
8. Fire and Personal Property Insurance covering against any loss or damage to the office space used by Contractor for any reason under this Contract, and the equipment, software and other contents of such office space, including without limitation, those contents used by Contractor to provide the Services to the State, up to the replacement value thereof, where such office space and its contents are under the care, custody and control of Contractor. Such policy shall cover all risks of direct physical loss or damage, including without limitation, flood and earthquake coverage and coverage for computer hardware and software. The State shall be endorsed on the policy as a loss payee as its interests appear.

**B. Subcontractors**

Except where the State has approved in writing a Contractor subcontract with other insurance provisions, Contractor shall require all of its Subcontractors under this Contract to purchase and maintain the insurance coverage as described in this Section for the Contractor in connection with the performance of work by those Subcontractors. Alternatively, Contractor may include any Subcontractors under Contractor's insurance on the coverage required in this Section. Subcontractor(s) shall fully comply with the insurance coverage required in this Section. Failure of Subcontractor(s) to comply with insurance requirements does not limit Contractor's liability or responsibility.

**C. Certificates of Insurance and Other Requirements**

Contractor shall furnish to the Office of Purchasing Operations certificate(s) of insurance verifying insurance coverage or providing satisfactory evidence of self-insurance as required in this Section (the "Certificates"). Before the Contract is signed, and not less than 20 days before the insurance expiration date every year thereafter, the Contractor shall provide evidence that the State and its agents, officers and employees are listed as additional insureds, but only to the extent of liabilities assumed by Contractor as set forth in Indemnification Section of this Contract, under each commercial general liability and commercial automobile liability policy. In the event the State approves the representation of the State by the insurer's attorney, the attorney may be required to be designated as a Special Assistant Attorney General by the Attorney General of the State of Michigan.

Contractor shall maintain all required insurance coverage throughout the term of the Contract and any extensions thereto and, in the case of claims-made Commercial General Liability policies, shall secure tail coverage for at least three (3) years following the expiration or termination for any reason



of this Contract. The minimum limits of coverage specified above are not intended, and shall not be construed, to limit any liability or indemnity of Contractor under this Contract to any indemnified party or other persons. Contractor shall be responsible for all deductibles with regard to such insurance. If Contractor fails to pay any premium for required insurance as specified in this Contract, or if any insurer cancels or significantly reduces any required insurance as specified in this Contract without the State's written consent, at the State's election (but without any obligation to do so) after the State has given Contractor at least thirty (30) days written notice, the State may pay such premium or procure similar insurance coverage from another company or companies; and at the State's election, the State may deduct the entire cost (or part thereof) from any payment due Contractor, or Contractor shall pay the entire cost (or any part thereof) upon demand by the State.

### **2.311 WORKPLACE SAFETY**

1. In performing work under this Contract on State premises, the Contractor shall conform to any specific safety requirements contained in the Contract or as required by law or regulation. The Contractor shall take any additional precautions as the State may reasonably require for safety and accident prevention purposes. Any violation by the Contractor of such safety requirements, rules, laws or regulations shall be a material breach of the Contract subject to the cancellation provisions contained herein.
2. In performing services for the State pursuant to this Contract, the Contractor shall comply with Department of Civil Service Rules 2-20 regarding Workplace Safety and 1-8.3 regarding Discriminatory Harassment. In addition, the Contractor shall comply with Civil Service Regulations governing workplace safety and discriminatory harassment and any applicable state agency rules on these matters that the agency provides to the Contractor. Department of Civil Service Rules and Regulations can be found on the Department of Civil Service website at [www.michigan.gov/mdcs](http://www.michigan.gov/mdcs).

### **2.312 WORKPLACE DISCRIMINATION**

The Contractor represents and warrants that in performing services for the State pursuant to this Contract, the Contractor agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental handicap or disability. The Contractor further agrees that every subcontract entered into for the performance of any Contract or purchase order resulting here from will contain a provision requiring non-discrimination in employment, as herein specified, binding upon each subcontractor. This covenant is required pursuant to the Elliot Larsen Civil Rights Act, 1976 Public Act 453, as amended, MCL 37.2201, et seq., and the Persons With Disabilities Civil Rights Act, 1976 Public Act 220, as amended, MCL 37.1101, et seq., and any breach thereof may be regarded as a material breach of the Contract or purchase order.

Vendor hereby represents that in performing this contract it will not violate The Civil Rights Act of 1964, USCS Chapter 42, including, but not limited to, Title VII, 42 USCS §§ 2000e et seq.; the Americans with Disabilities Act (ADA), 42 USCS §§ 12101 et seq.; or The Age Discrimination in Employment Act of 1967 (ADEA), 29 USCS §§ 621, 623 et seq.; the Old Workers Benefit and Protection Act of 1990 (OWBPA), 29 USCS §§ 626 et seq.; the Family Medical Leave Act of 1993 (FMLA), 29 USC §§ 651 et seq.; or the Fair Labor Standards Act (FLSA), 29 USC §§ 201 et seq.

### **2.313 RESERVED**

### **2.314 WEBSITE INCORPORATION**

State expressly states that it will not be bound by any content on the Contractor's website, even if the Contractor's documentation specifically referenced that content and attempts to incorporate it into any other communication, unless the State has actual knowledge of such content and has expressly agreed to be bound by it in a writing that has been manually signed by an authorized representation of the State.



## 2.4 Contract Review and Evaluation

### 2.401 CONTRACT COMPLIANCE INSPECTOR

Upon receipt at Purchasing Operations of the properly executed Contract Agreement(s), the person named below will be allowed to oversee the Contract performance on a day-to-day basis during the term of the Contract. However, overseeing the Contract implies **no authority to negotiate, change, modify, clarify, amend, or otherwise alter the terms, conditions, and specifications of such Contract(s). That authority is retained by Purchasing Operations.** The Contract Compliance Inspector for this project is:

F/Lt. Joel Allen  
Michigan State Police  
Field Services Bureau, Distribution Division  
714 S. Harrison Road  
East Lansing, MI 48823  
E-Mail: [allenjj@michigan.gov](mailto:allenjj@michigan.gov)  
Phone (517) 336-6318  
Fax (517) 336-6551

### 2.402 PERFORMANCE REVIEWS

Purchasing Operations in conjunction with MSP may review with the Contractor their performance under the Contract. Performance reviews shall be conducted quarterly, semi-annually or annually depending on Contractor's past performance with the State. Performance reviews shall include, but not limited to, quality of products/services being delivered and provided, timeliness of delivery, percentage of completion of orders, the amount of back orders, status of such orders, accuracy of billings, customer service, completion and submission of required paperwork, the number of substitutions and the reasons for substitutions, and other requirements of the Contract.

Upon a finding of poor performance, which has been documented by Purchasing Operations, the Contractor shall be given an opportunity to respond and take corrective action. If corrective action is not taken in a reasonable amount of time as determined by Purchasing Operations, the Contract may be canceled for default. Delivery by the Contractor of unsafe and/or adulterated or off-condition products to any State agency is considered a material breach of Contract subject to the cancellation provisions contained herein.

### 2.403 AUDIT OF CONTRACT COMPLIANCE/ RECORDS AND INSPECTIONS

The Contractor agrees that the State may, upon 24-hour notice, perform an audit at Contractor's location(s) to determine if the Contractor is complying with the requirements of the Contract. The Contractor agrees to cooperate with the State during the audit and produce all records and documentation that verifies compliance with the Contract requirements.

## 2.5 Quality and Warranties

### 2.501 PROHIBITED PRODUCTS

The State will not accept salvage, distressed, outdated or discontinued merchandise. Shipping of such merchandise to any State agency, as a result of an order placed against the Contract, shall be considered default by the Contractor of the terms and conditions of the Contract and may result in cancellation of the Contract by the State. The brand and product number offered for all items shall remain consistent for the term of the Contract, unless Purchasing Operations has approved a change.

### 2.502 QUALITY ASSURANCE

The State reserves the right to periodically test products, which have been received to verify compliance with specifications. If laboratory analysis shows that the product does not meet specifications or fails to perform satisfactorily at any time, the Contractor shall be responsible for:



1. All costs of testing and laboratory analysis.
2. Disposal and/or replacement of all products which fail to meet specifications.
3. All costs of repair and/or replacement of equipment deemed to have been damaged by substandard products as determined by the State.

**2.503 INSPECTION**

All goods are subject to inspection and testing. In the event goods are defective in material or workmanship, or otherwise fail to meet the requirements of the Contract, the State shall have the right to reject the goods or retain the goods and correct the defects. The Contractor shall pay the State for expenses incurred in correcting defects. Rejected goods will be held for 45 days after delivery. The Contractor must arrange for the return of said goods, including paying for handling, packing, and transportation costs. The State has the authority to dispose of the goods without further liability to the State in the event the Contractor fails to make arrangements within the specified time period.

**2.504 GENERAL WARRANTIES (goods)**

*Warranty of Merchantability* – Goods provided by vendor under this agreement shall be merchantable. All goods provided under this contract shall be of good quality within the description given by the State, shall be fit for their ordinary purpose, shall be adequately contained and packaged within the description given by the State, shall conform to the agreed upon specifications, and shall conform to the affirmations of fact made by the vendor or on the container or label.

*Warranty of fitness for a particular purpose* – When vendor has reason to know or knows any particular purpose for which the goods are required, and the State is relying on the vendor’s skill or judgment to select or furnish suitable goods, there is a warranty that the goods are fit for such purpose.

*Warranty of title* – Vendor shall, in providing goods to the State, convey good title in those goods, whose transfer is right and lawful. All goods provided by vendor shall be delivered free from any security interest, lien, or encumbrance of which the State, at the time of contracting, has no knowledge. Goods provided by vendor, under this agreement, shall be delivered free of any rightful claim of any third person by of infringement or the like.

**2.505 CONTRACTOR WARRANTIES-RESERVED**

**2.506 RESERVED**

**2.507 RESERVED**

**2.508 RESERVED**

**2.509 RESERVED**

**2.6 Breach of Contract**

**2.601 BREACH DEFINED**

Failure to comply with articles, sections, or subsections of this agreement, or making any false statement in this agreement will be considered a material breach of this agreement giving the state authority to invoke any and all remedies available to it under this agreement.

In addition to any remedies available in law and by the terms of this contract, if the Contractor breaches Sections 2.508, 2.509, or 2.510, such a breach may be considered as a default in the performance of a material obligation of this contract.

**2.602 NOTICE AND THE RIGHT TO CURE**

In the event of a curable breach by the Contractor, the State shall provide the Contractor written notice of the breach and a time period to cure said breach described in the notice. This section requiring notice and an opportunity to cure shall not be applicable in the event of successive or repeated breaches of the same



nature or if the State determines in its sole discretion that the breach poses a serious and imminent threat to the health or safety of any person or the imminent loss, damage or destruction of any real or tangible personal property.

## 2.603 EXCUSABLE FAILURE

1. Neither party shall be liable for any default or delay in the performance of its obligations under the Contract if and to the extent such default or delay is caused, directly or indirectly, by: fire, flood, earthquake, elements of nature or acts of God; riots, civil disorders, rebellions or revolutions in any country; the failure of the other party to perform its material responsibilities under the Contract (either itself or through another contractor); injunctions (provided the injunction was not issued as a result of any fault or negligence of the party seeking to have its default or delay excused); or any other cause beyond the reasonable control of such party; provided the non-performing party and its subcontractors are without fault in causing such default or delay, and such default or delay could not have been prevented by reasonable precautions and cannot reasonably be circumvented by the non-performing party through the use of alternate sources, workaroud plans or other means, including disaster recovery plans. In such event, the non-performing party will be excused from any further performance or observance of the obligation(s) so affected for as long as such circumstances prevail and such party continues to use its best efforts to recommence performance or observance whenever and to whatever extent possible without delay provided such party promptly notifies the other party in writing of the inception of the excusable failure occurrence, and also of its abatement or cessation.
2. If any of the above enumerated circumstances substantially prevent, hinder, or delay performance of the services necessary for the performance of the State's functions for more than 14 consecutive days, and the State determines that performance is not likely to be resumed within a period of time that is satisfactory to the State in its reasonable discretion, then at the State's option: (a) the State may procure the affected services from an alternate source, and the State shall not be liable for payments for the unperformed services under the Contract for so long as the delay in performance shall continue; (b) the State may cancel any portions of the Contract so affected and the charges payable hereunder shall be equitably adjusted to reflect those services canceled; or (c) the Contract will be canceled without liability of the State to the Contractor as of the date specified by the State in a written notice of cancellation to the Contractor. The Contractor will not have the right to any additional payments from the State as a result of any excusable failure occurrence or to payments for services not rendered as a result of the excusable failure condition. Defaults or delays in performance by the Contractor which are caused by acts or omissions of its subcontractors will not relieve the Contractor of its obligations under the Contract except to the extent that a subcontractor is itself subject to any excusable failure condition described above and the Contractor cannot reasonably circumvent the effect of the subcontractor's default or delay in performance through the use of alternate sources, workaroud plans or other means.

## 2.7 Remedies

### 2.701 CANCELLATION

The State may cancel this Contract without further liability or penalty to the State, its departments, divisions, agencies, offices, commissions, officers, agents, and employees for any of the following reasons:

1. Material Breach by the Contractor. In the event that the Contractor breaches any of its material duties or obligations under the Contract, which are either not capable of or subject to being cured, or are not cured within the time period specified in the written notice of breach provided by the State, or pose a serious and imminent threat to the health and safety of any person, or the imminent loss, damage or destruction of any real or tangible personal property, the State may, having provided written notice of cancellation to the Contractor, cancel this Contract in whole or in part, for cause, as of the date specified in the notice of cancellation.

In the event that this Contract is cancelled for cause, in addition to any legal remedies otherwise available to the State by law or equity, the Contractor shall be responsible for all costs incurred by the State in canceling the Contract, including but not limited to, State administrative costs, attorneys fees and court costs, and any additional costs the State may incur to procure the services required by this Contract from other sources. All excess re-procurement costs and damages shall not be considered



by the parties to be consequential, indirect or incidental, and shall not be excluded by any other terms otherwise included in the Contract.

In the event the State chooses to partially cancel this Contract for cause charges payable under this Contract will be equitably adjusted to reflect those services that are cancelled.

In the event this Contract is cancelled for cause pursuant to this section, and it is therefore determined, for any reason, that the Contractor was not in breach of contract pursuant to the provisions of this section, that cancellation for cause shall be deemed to have been a cancellation for convenience, effective as of the same date, and the rights and obligations of the parties shall be limited to that otherwise provided in the Contract for a cancellation for convenience.

2. Cancellation For Convenience By the State. The State may cancel this Contract for its convenience, in whole or part, if the State determines that such a cancellation is in the State's best interest. Reasons for such cancellation shall be left to the sole discretion of the State and may include, but not limited to (a) the State no longer needs the services or products specified in the Contract, (b) relocation of office, program changes, changes in laws, rules, or regulations make implementation of the Contract services no longer practical or feasible, and (c) unacceptable prices for additional services requested by the State. The State may cancel the Contract for its convenience, in whole or in part, by giving the Contractor written notice 30 days prior to the date of cancellation. If the State chooses to cancel this Contract in part, the charges payable under this Contract shall be equitably adjusted to reflect those services that are cancelled.
3. Non-Appropriation. In the event that funds to enable the State to effect continued payment under this Contract are not appropriated or otherwise made available. The Contractor acknowledges that, if this Contract extends for several fiscal years, continuation of this Contract is subject to appropriation or availability of funds for this project. If funds are not appropriated or otherwise made available, the State shall have the right to cancel this Contract at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of cancellation to the Contractor. The State shall give the Contractor written notice of such non-appropriation or unavailability within 30 days after it receives notice of such non-appropriation or unavailability.
4. Criminal Conviction. In the event the Contractor, an officer of the Contractor, or an owner of a 25% or greater share of the Contractor, is convicted of a criminal offense incident to the application for or performance of a State, public or private Contract or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under State or federal antitrust statutes; or convicted of any other criminal offense which in the sole discretion of the State, reflects upon the Contractor's business integrity.
5. Approvals Rescinded. The State may terminate this Contract without further liability or penalty in the event any final administrative or judicial decision or adjudication disapproves a previously approved request for purchase of personal services pursuant to Constitution 1963, Article 11, section 5, and Civil Service Rule 7. Termination may be in whole or in part and may be immediate as of the date of the written notice to Contractor or may be effective as of the date stated in such written notice.

## 2.702 RIGHTS UPON CANCELLATION

**Termination Assistance.** If this Contract (or any Statement of Work issued under it) is terminated for any reason prior to completion, Contractor agrees to provide for up to six (6) months after the termination all reasonable termination assistance requested by the State to facilitate the orderly transfer of such Services to the State or its designees in a manner designed to minimize interruption and adverse effect. Such termination assistance will be deemed by the parties to be governed by the terms and conditions of this Contract (notwithstanding its termination) other than any terms or conditions that do not reasonably apply to such termination assistance. Such termination assistance shall be at no additional charge to the State if the termination is for Contractor's Default pursuant to Section 2.602; otherwise the State shall compensate Contractor for such termination assistance on a time and materials basis in accordance with the Amendment Labor Rates identified within this Contract agreement.**2.703 LIQUIDATED DAMAGES-RESERVED**

**2.704 STOP WORK-RESERVED****2.705 SUSPENSION OF WORK-RESERVED****2.706 TIME IS OF THE ESSENCE**

The Contractor agrees that time is of the essence in the performance of the Contractor's obligations under this Contract. A charge of up to 10% may be subtracted as a penalty for not receiving an ordered shipment within the time specified. Contractor shall contact MSP to explain reasons for not meeting time obligations under this Contract. If MSP determines valid reasons for not meeting time obligations have not been supplied, a 10% charge will be subtracted from the amount due for shipment.

**2.8 Changes, Modifications, and Amendments****2.801 APPROVALS**

The Contract may not be modified, amended, extended, or augmented except by a writing executed by the parties hereto, and any breach or default by a party shall not be waived or released other than in writing signed by the other party.

**2.802 TIME EXTENTIONS**

Time extensions for contract changes will depend upon the extent, if any, by which the changes cause delay in the completion of the various elements of performance as described in the statement of work. The change order granting the time extension may provide that the contract completion date will be extended only for those specific elements related to the changed work and that the remaining contract completion dates for all other portions of the work will not be altered. The change order also may provide an equitable readjustment of liquidated damages under the new completion schedule.

**2.803 MODIFICATION**

Purchasing Operations reserves the right to modify this contract at any time during the contract term. Such modification may include changing the locations to be serviced, additional locations to be serviced, method or manner of performance of the work, number of days service is to be performed, addition or deletion of tasks to be performed, addition or deletion of items, and/or any other modifications deemed necessary. Any changes in pricing proposed by the Contractor resulting from the proposed changes are subject to acceptance by the State. Changes may be increases or decreases. **IN THE EVENT PRICES ARE NOT ACCEPTABLE TO THE STATE, THE CONTRACT SHALL BE SUBJECT TO COMPETITIVE BIDDING BASED UPON THE NEW SPECIFICATION.**

**The State reserves the right to add an item(s) that is not described on the item listing and is available from the Contract vendor.** The item(s) may be included on the Contract, only if prior written approval has been granted by Purchasing Operations.

**2.804 AUDIT AND RECORDS UPON MODIFICATION**

DEFINITION: records includes books, documents, accounting procedures and practices, and other data, regardless of whether such items are in written form, electronic form, or in any other form

Contractor shall be required to submit cost or pricing data with the pricing of any modification of this contract to the Contract Administrator in Purchasing Operations. Data may include accounting records, payroll records, employee time sheets, and other information the state deems necessary to perform a fair evaluation of the modification proposal. Contract Administrator or authorized representative of the state shall have the right to examine and audit all of the contractor's records, including computations and projections, related to:



1. The proposal for modification;
2. The discussions conducted on the proposal, including those related to negotiation;
3. Pricing of the modification; or
4. Performance of the modification.

Contractor shall make available at its office at all reasonable times the materials described in the paragraphs above.

If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement.

## **2.805 CHANGES**

- (a) The Contract Administrator may, at any time, without notice to the sureties, if any, by written order designated or indicated to be a change order, make changes in the work within the general scope of the contract, including changes:
  - (1) In the specifications (including drawings and designs);
  - (2) In the method or manner of performance of the work;
  - (3) In the State-furnished facilities, equipment, materials, services, or site; or
  - (4) Directing acceleration in the performance of the work.
- (a) Any other written or oral order (which, as used in this paragraph (b), includes direction, instruction, interpretation, or determination) from the Contract Administrator that causes a change shall be treated as a change order under this clause; Provided, that the Contractor gives the Contract Administrator written notice stating:
  - (1) The date, circumstances, and source of the order; and
  - (2) That the Contractor regards the order as a change order.
- (b) Except as provided in this clause, no order, statement, or conduct of the Contract Administrator shall be treated as a change under this clause or entitle the Contractor to an equitable adjustment.

**SPECIFICATIONS****MICHIGAN STATE POLICE  
MEN'S AND WOMEN'S UNIFORM SHIRTS****LONG AND SHORT SLEEVE SHIRTS  
DARK BLUE AND LIGHT BLUE****MATERIAL**

**Dark Blue:** Material shall be 45% Wool and 55% Dacron; 2 ply per linear yard; 8 ½ ounce. Material shall be preshrunk. Approved fabric Burlington Industries Inc. (Raeford) #571-604.

**Light Blue:** Material shall be 45% Wool and 55% Dacron; 2 ply per linear yard; 11 – 11.5 ounce. Material shall be preshrunk. Approved fabric Burlington Industries Inc. (Raeford) #573-33446.

**TRIMMINGS**

**Interlining Materials:** For shirt plait, collar stand, shoulder straps, pocket flaps and cuffs to be first quality Sanforized material of 5.00 weight. To be the same color as shirt material.

**Collar Interlining:** A first quality Sanforized interlining material of 2.85 weight to be the same color as shirt material.

**Inside Collar Lining, for Band:** To be rayon twill to match color of basic shirt material. ALL MATERIALS ARE TO BE PRESHRUNK.

**Buttons:** 20-line melamine button, four holes, and blue color to match material. Buttons are not to be affected by cleaning solutions.

**Thread:** Size "70" polyester covered polyester thread to match color of the shirt material. All threads used are to match the color of the shirt material except that used on the shoulder insignia. All threads are to be the best quality and dyes used are to be colorfast.

**Button & Buttonhole Thread:** Size #50 finecor polyester covered polyester thread to match color of shirt material and buttons. All threads are to be the best quality and dyes used are to be colorfast.

**Shoulder Insignia Thread:** Size "70" polyester covered polyester thread, yellow color.

**Shoulder Insignia:** To be furnished by Michigan State Police.

**Collar Stays:** To be of good grade commercial quality poly vinyl chloride, color white, 0.025 mil thick, approximately 2 ½" inches in length and approximately 5/16" inches wide.

**Hook & Loop Fasteners:** Hook & Loop fasteners to be Velcro.



## MICHIGAN STATE POLICE SPECIFICATIONS MEN'S AND WOMEN'S UNIFORM SHIRTS

### STYLE

Military style, semi-form fitting. To be made in Michigan State Police stock sizes and offered in small, medium and large body styling. Patterns shall also accommodate "made-to-measure" garments from measurements furnished by the Michigan State Police.

### MEASUREMENT TOLERANCES

There shall be no tolerances allowed on the button placement, buttonholes or on Velcro. A tolerance of +/- 1/8" is allowed on the collar and collar stand. A tolerance of +/- 1/4" is allowed on all other measurements.

### SHIRT FRONTS

Front plait shall be 1 1/2" inches wide and shall run from neck to bottom of shirt. Plait shall be on the left front on men's shirts and on the right front of women's shirts. Shall be interlined or reinforced with a strip of interlining material (see trimmings) of the same color as the shirt.

Plait to be stitched 1/4" inch from each edge, full length of plait. Six buttonholes shall be made vertically in the center of the plait and shall be spaced 3 3/4" inches apart from center to center except the distance to the stand buttonhole shall be 3 1/2" inches. Stand buttonhole shall be horizontal.

On the opposite side of the shirtfront, finished material to be turned under 1" inch and sewn with a single stitching 1/16" inch from edge of facing, from stand to bottom of the shirt with raw edge turned under.

Buttons to be set on the right front panel of men's shirts and left front panel of women's shirts; 3/4" inches in from the edge and properly aligned with buttonholes on the opposite side.

### POCKETS

**Men's:** There shall be two patch pockets to finish 5 1/2" in width, 5 1/2" in depth with a 1 1/2" inch box pleat centered on the pocket.

**Women's:** There shall be two patch pockets to finish 4 3/4" in width, 5 1/2" in dept with a 1 1/4" inch box pleat centered on the pocket.

Box pleats shall be stitched top and bottom and full length of the pleat to prevent spreading.

There shall be a pencil division in the left pocket with an opening through the left flap, 1-1/2" inches wide on men's shirts and 1 1/4" inches wide on women's shirts.

Buttons shall be centered on the pocket pleat and aligned with pocket flap buttonhole. Top of pocket shall be serged, turned under and single stitched across top of pocket. Stitch pocket to shirtfront with a single row of stitching 1/32" inch from edge. Pocket edge shall be in line with shirt front edge. Placement of pockets shall be for best appearance in relation to size.

Each pocket shall have Velcro hook fasteners 3/4" long by 1/2" wide positioned on both edges of pocket to correspond with outer rectangular flap points as specified. Velcro to be stitched on all sides and to be sewn through pocket and shirtfront for added reinforcement.

**MICHIGAN STATE POLICE SPECIFICATIONS  
MEN'S AND WOMEN'S UNIFORM SHIRTS****POCKET FLAP**

**Men's:** Rectangular pocket flap shall measure 5  $\frac{3}{4}$ " inches wide at the top and flare to 5  $\frac{7}{8}$ " inches wide across the bottom and 2  $\frac{1}{2}$ " deep.

**Women's:** Rectangular pocket flap shall measure 5" inches wide at the top and flare to 5  $\frac{1}{8}$ " inches wide across the bottom and 2  $\frac{1}{4}$ " deep.

Flaps shall be formed of two plies of shirt material and interlined (see trimmings for material). Top ply, bottom ply and interlining are first stitched together then turned and topstitched  $\frac{1}{4}$ " inch off the edge.

Top edge of the flaps shall have two rows of stitching  $\frac{1}{16}$ " inch and  $\frac{1}{4}$ " inch from edge. Flaps shall be centered over pocket with top edge of flap  $\frac{1}{2}$ " inch above pocket. One vertical buttonhole in each flap centered  $\frac{3}{8}$ " inch from lower edge of flap.

Velcro loop fasteners  $\frac{3}{4}$ " inch long by  $\frac{1}{2}$ " wide to be placed on the underside of each pocket flap edge to correspond with Velcro hook fasteners on pockets. The flaps when closed shall be smooth and without any distortion.

**NAME PLATE**

The right pocket flap shall have two eyelets extending through the flap to accommodate name bar posts. The eyelets shall be centered horizontally on the buttonhole; both eyelets shall be situated  $\frac{5}{8}$ " inches below the top of the pocket flap and shall be 1  $\frac{5}{8}$ " inches apart. Eyelets shall be formed with a buttonhole type stitch and shall be round with overall diameter (including stitching) to be  $\frac{1}{4}$ " inch. Purling to be on the outside of the pocket flap.

**BADGE  
REINFORCEMENT**

A badge sling shall be made of one piece of shirt material with an overcasting stitch. Finished sling shall measure approximately 1  $\frac{3}{4}$ " inches wide and shall be stitched on each side. Badge sling shall be placed inside of the left front shirt panel and shall be sewn into shoulder seam and left front pocket flap when flap is attached to shirtfront. Sling shall have two eyelets extending through shirt front and centered over pocket; one eyelet to be  $\frac{3}{4}$ " inches above the pocket flap and the second eyelet 1  $\frac{1}{2}$ " inches directly above the first eyelet. Eyelets shall be formed with a buttonhole type stitch and shall be made round with overall diameter (including stitching) to be  $\frac{1}{4}$ " inch. Purling to be on the outside of the garment.



**MICHIGAN STATE POLICE SPECIFICATIONS  
MEN'S AND WOMEN'S UNIFORM SHIRTS**

**BACK**

Yoke across back shall be of two plies of the basic cloth and shall extend from armhole to armhole into shoulder seams and collar seam. Depth of yoke at armhole, from shoulder seam to bottom of yoke, shall measure 3 ¼" inch and at the center of the back from collar stand to bottom of yoke shall measure 3" inches. Join yoke to shoulder and across back topstitch yoke 1/16" inch off the edge.

**Pleats:** Two pleats below yoke, one on each side of the back panel turned toward the armhole. Each pleat shall be ¾" inch in depth and shall be 2" inches from armhole seam. Depth of pleat to be measured by inserting a ruler into the pleat fold; which is to have the overlapping pleat fold come to the ¾" inch mark on the ruler.

**Men's Finished tail length:**

Sizes 14-1/2, 15, 15-1/2	Length to finish 31-1/2" inches long
Sizes 16, 16-1/2	Length to finish 33" inches long
Sizes 17 and up	Length to finish 34-1/2" inches long

**Women's Finished tail length:**

Finished tail length to be 29" inches long on all sizes.

**SLEEVES**

**The sleeves shall be carefully set to avoid twisting and puckering. Underarm seams to be in alignment with the side seams.**

**Men's Short Sleeve Shirts:** Inseam length of sleeve on men's shirts to be 7-1/2" inches finished. Outside length of sleeve to be 10-1/4" inches finished from the shoulder seam.

**Women's Short Sleeve Shirts:** Inseam length of sleeve on women's shirts to be 7" inches finished. Outside length of sleeve to be 9-1/2" inches finished from the shoulder seam.

Men's and Women's sleeves to have a 1" inch hem turned under with the raw edge turned under ¼" inch to be sewn with one row of stitching 1" inch from the bottom of the sleeve.

**Long Sleeve Shirts:** There shall be a ½" inch deep pleat 1" inch from the edge of the cuff. Depth of pleat to be measured by inserting a ruler into the pleat fold; which is to have the overlapping pleat fold come to the ½" inch mark on the ruler.



**MICHIGAN STATE POLICE SPECIFICATIONS  
MEN'S AND WOMEN'S UNIFORM SHIRTS**

**SLEEVE PLACKET**

**Men's Shirts:** Placket shall be 6 ½" inches long finished and shall be 1 ¼" inches wide point blocked. Placket opening shall be approximately 4 ½" inches.

**Women's Shirts:** Placket shall be 5 ½" inches long finished and shall be 1 ¼" inches wide point blocked. Placket opening shall be approximately 3 ½" inches.

Placket shall have one vertical buttonhole centered on the length of the placket opening. There shall be a matching button sewn on the edge of the sleeve opening. Button and buttonhole shall be in proper alignment.

Stitching over entire placket shall be 1/32" inch from the edge. Stitching to close placket vent shall be double stitched.

**CUFFS**

**Long Sleeve Shirts:** Cuffs shall be made with rounded corners. Cuffs shall measure 2-7/8" inches in depth. Cuffs shall be formed of two plies of shirt material and interlined (see trimmings for material). Top ply, bottom ply and interlinings are first stitched together then turned and topstitched ¼" off the edge.

Attach cuff to sleeve with two rows of stitching across top of cuff, first stitch to be 1/32" inch from top of cuff and the second stitch 3/8" inches from first. The second stitch shall not show through the facing. Stitching shall be uniform over entire cuff.

Cuff shall have one horizontal buttonhole centered on the cuff approximately ½" inch from edge of cuff. There shall be a matching button sewn on the edge of the cuff. Button and buttonhole shall be in proper alignment.

**Men's Finished Cuff Size:**

Size 14 thru 15 to finish 10-1/4" inches  
 Size 15-1/2 thru 16 to finish 10-1/2" inches  
 Size 16-1/2 thru 17 to finish 10-3/4" inches  
 Size 17-1/2 and up to finish 11" inches

**Women's Finished Cuff Size:**

Size 13-1/2 to finish 9" inches  
 Size 14 to finish 9-1/4" inches  
 Size 14-1/2 to finish 9-1/2" inches

**SHOULDER INSIGNIA**

The Michigan State Police shall furnish two shoulder insignia per shirt. One to be sewn on each shirt sleeve, the top of which shall be as near the armhole seam as possible but shall not be sewn into the seam, approximately ¼" inch from shoulder seam. The patches shall be centered for best appearance.

Insignia shall be attached to the shirt with a matching yellow colored thread.



## MICHIGAN STATE POLICE SPECIFICATIONS MEN'S AND WOMEN'S UNIFORM SHIRTS

### COLLAR

Shirts shall have a stayed collar. Collar shall be formed of two plies of shirt material and shall be interlined (see trimmings for linings). Under ply of collar shall have stay pockets formed and shall be attached to the upper ply of the collar material and shall be seamed and turned. Collar shall be single stitched  $\frac{1}{4}$ " inch from the edge.

Men's collar points shall finish 3" inches in length.

Women's collar points shall finish 2  $\frac{3}{4}$ " inches in length.

Width of the collar shall be 1  $\frac{5}{8}$ " inches at the center back. The collar shall have a  $\frac{1}{4}$ " inch to  $\frac{3}{8}$ " inch tie space opening.

Collar size tolerance shall not be more than  $\frac{1}{8}$ " inch over specified size ordered. Size is not to be less than size ordered.

### COLLAR STAND

Collar stand shall be formed of one outer ply of shirt material, interlined with interlining material and finished with an outer lining of rayon twill material (see trimmings for materials). Collar stand shall be made 1  $\frac{1}{4}$ " inches wide at the center back. Attach stand and interlining to the collar with a single row of stitching. Attach stand to the yoke and fronts by a single row of stitching. Finish stand by attaching rayon lining to yoke and fronts with a single row of stitching. Reinforce stand with two single stitching  $\frac{1}{4}$ " inch apart through approximate center of stand.

### SHOULDER STRAPS

There shall be a shoulder strap centered over each shoulder. Strap shall be formed of two plies of shirt material and interlined (see trimmings for materials). Top ply, bottom ply and interlinings are first stitched together then turned and topstitched  $\frac{1}{4}$ " off the edge.

**Men's shirts:** Straps at the armhole seam shall be 2  $\frac{1}{4}$ " inches in width and approximately 6  $\frac{1}{4}$ " inches long. Straps shall be cross-stitched approximately 2  $\frac{1}{4}$ " inches.

**Women's shirts:** Straps at the armhole seam shall be 2" inches in width and approximately 4  $\frac{1}{2}$ " inches long. Straps shall be cross-stitched approximately 2" inches.

Point of the strap to extend to within  $\frac{3}{8}$ " inches of the collar stand. Shoulder straps shall have one buttonhole centered  $\frac{1}{2}$ " inch from the end of the strap to align with the sewn button on the shoulder of the shirt. Shoulder straps to be set on the yoke with the leading topstitch conforming with the front joining seam.

### SEAMS

Armhole seams, side seams and underarm sleeve seams are to be sewn together with a plain seam and edges overcast together to prevent raveling. Flat felled or welt seams are unacceptable.

### STITCHINGS

All sewing throughout the garment shall have 16 stitches per inch, plus or minus 2 stitches.



## MICHIGAN STATE POLICE SPECIFICATIONS MEN'S AND WOMEN'S UNIFORM SHIRTS

### BUTTONHOLES

Buttonholes shall be 9/16" inches ling, clean cut, well made and correctly positioned. The stitching shall be securely caught in the fabric with the purling on the outside.

### MISCELLANEOUS

Finish the bottom hem by turning the fabric and single stitch ¼' inch from the edge. All raw edges shall be turned under when stitched.

### MEASUREMENTS

Finished shirt measurements will be provide by the Michigan State Patrol by body type and commodity number and will be measured in the following manner:

Collar measurement taken from the center of the collar button to the front end of the buttonhole with the collar in the flat position.

Sleeve length measurement shall be taken from the center back at the stand yoke seam diagonally across the back to the lower edge of the back yoke and down the sleeve to the bottom edge of the cuff.

One half-chest measurement is taken from the folded edge to the folded edge at the base of the armhole with the shirt fully buttoned.

Waist measurement is taken from the folded edge to the folded edge at the waistline with the shirt fully buttoned.

Back length measurement is taken at the center back from the stand yoke seam to the bottom edge of the shirt.

### LABELS

**Each shirt to have the following labels:**

**Yoke Labels:** Each shirt shall have a Flying Cross Distinguished Service, Dry Clean Only yoke label with an officer's label sewn directly below this label and centered in the yoke. The officer's label shall provide space for the Officer's Name; Size; MSP Commodity Number and shall state MADE IN THE USA and include manufacturing date. The label must also show a bar code that is the 12 character UPC code assigned by the Uniform Code Council (UCC) or be compatible with the Michigan State Police system.

### WORKMANSHIP AND GENERAL APPEARANCE

The finished garment shall conform to the quality of the product established by this specification. Collar, shirt fronts, cuffs, pockets, pocket flaps, plait, plackets, shoulder straps and shirt in general shall be neatly formed and finished with no unsightly puckers, wrinkles, gathers, etc. All stains and loose thread ends are to be removed.

### COUNTRY OF MANUFACTURE

Union Made in the U.S.A.

**MICHIGAN STATE POLICE SPECIFICATIONS  
MEN'S AND WOMEN'S UNIFORM SHIRTS****PACKAGING**

Please refer to Section 1.303 Packaging.

Finished shirts are to be military pressed and folded with one shirt per plastic bag. No pins, cardboard, or plastic butterflies at the neck are to be used in packaging. Shirts are to be conveniently boxed in storage boxes with only one size per box. Storage boxes shall be cut to fit two boxes in a space that measures 24" deep, 36" wide, and 12" high.

Each storage box is to be labeled on the end with the following information:

- Uniform Shirt
- Color
- Size
- MSP Commodity Number
- Quantity
- Year of Manufacture
- Purchase Order Number
- One (1) MSP Bar Code Label to be supplied by MSP at time of order.

**BID SAMPLES**

Please refer to Section 4.503 Samples/Models.

The vendor must provide two samples, one women's light blue short sleeve shirt, size 40, and one men's dark blue long sleeve shirt, size 16-34L. It is mandatory that the material is as specified. Samples for evaluation must be provided on or before bid due opening date.

**PRE-PRODUCTION  
SAMPLES**

Please refer to Section 4.503 Samples/Models.

Prior to receiving the first order, the vendor must supply pre-production samples to the Department of the State Police. These samples are to include 8 shirts: Four dark blue men's and women's, long and short sleeve and four light blue men's and women's, long and short sleeve. Michigan State Police will determine sizes. It is mandatory that the material and color are as specified in this document.

**INVENTORY OF SHIRT  
FABRIC**

Vendor shall stock 700 yards of Light Blue Shirt fabric and 1500 yards of Dark Blue Shirt fabric.



**MEN'S DARK BLUE LONG SLEEVE SHIRTS**

Commodity Number	Neck Size	Sleeve Length	Chest	Waist
4423-7804	14 ½ M	32	45	38
4423-7410	14 ½ M	33	45	38
4423-7412	14 ½ M	34	45	38
4423-7413	14 ½ L	32	47	40
4423-7414	14 ½ L	33	47	40
4423-7415	14 ½ L	34	47	40
4423-7427	15 M	32	44	37
4423-7428	15 M	33	44	37
4423-7430	15 M	34	44	37
4423-7432	15 M	35	44	37
4423-7433	15 M	36	44	37
4423-7434	15 L	32	46	39
4423-7436	15 L	33	46	39
4423-7438	15 L	34	46	39
4423-7440	15 L	35	46	39
4423-7442	15 L	36	46	39
4423-7444	15 L	37	46	39
4423-7458	15 ½ M	32	46	38
4423-7460	15 ½ M	33	46	38
4423-7462	15 ½ M	34	46	38
4423-7464	15 ½ M	35	46	38
4423-7466	15 ½ M	36	46	38
4423-7467	15 ½ M	37	46	38
4423-7468	15 ½ L	32	48	41
4423-7470	15 ½ L	33	48	41
4423-7472	15 ½ L	34	48	41
4423-7474	15 ½ L	35	48	41
4423-7476	15 ½ L	36	48	41
4423-7492	16 M	32	47	41
4423-7494	16 M	33	47	41
4423-7496	16 M	34	47	41
4423-7498	16 M	35	47	41
4423-7500	16 M	36	47	41
4423-7501	16 M	37	47	41
4423-7502	16 L	32	49	43
4423-7504	16 L	33	49	43
4423-7506	16 L	34	49	43
4423-7508	16 L	35	49	43
4423-7510	16 L	36	49	43
4423-7526	16 ½ M	32	49	42
4423-7528	16 ½ M	33	49	42
14423-7530	16 ½ M	34	49	42
4423-7532	16 ½ M	35	49	42
4423-7534	16 ½ M	36	49	42
4423-7536	16 ½ M	37	49	42
4423-7538	16 ½ L	32	51	44
4423-7540	16 ½ L	33	51	44
4423-7542	16 ½ L	34	51	44
4423-7544	16 ½ L	35	51	44
4423-7546	16 ½ L	36	51	44



**MEN'S DARK BLUE LONG SLEEVE SHIRTS (CONT.)**

Commodity Number	Neck Size	Sleeve Length	Chest	Waist
4423-7548	16 ½ L	37	51	44
4423-7564	17 M	32	51	44
4423-7565	17 M	33	51	44
4423-7566	17 M	34	51	44
4423-7568	17 M	35	51	44
4423-7570	17 M	36	51	44
4423-7572	17 M	37	51	44
4423- 7574	17 L	33	52	45
4423-7576	17 L	34	52	45
4423-7578	17 L	35	52	45
4423-7580	17 L	36	52	45
4423-7582	17 L	37	52	45
4423-7596	17 ½ M	33	52	46
4423-7598	17 ½ M	34	52	46
4423-7600	17 ½ M	35	52	46
4423-7602	17 ½ M	36	52	46
4423-7604	17 ½ M	37	52	46
4423-7606	17 ½ L	33	54	49
4423-7608	17 ½ L	34	54	49
4423-7609	17 ½ L	35	54	49
4423-7610	17 ½ L	36	54	49
4423-7612	17 ½ L	37	54	49
4423-7616	18 S	33	54	49
4423-7618	18 S	34	54	49
4423-7620	18 S	35	54	49
4423-7622	18 S	36	54	49
4423-7624	18 S	37	54	49
4423-7626	18 M	33	56	51
4423-7628	18 M	34	56	51
4423-7630	18 M	35	56	51
4423-7632	18 M	36	56	51
4423-7634	18 M	37	56	51
4423-7636	18 L	33	58	53
4423-7638	18 L	34	58	53
4423-7640	18 L	35	58	53
4423-7642	18 L	36	58	53
4423-7644	18 L	37	58	53
4423-7656	18 ½ M	33	59	54
4423-7658	18 ½ M	34	59	54
4423-7660	18 ½ M	35	59	54
4423-7662	18 ½ M	36	59	54
4423-7664	18 ½ M	37	59	54
4423-7666	Special	Order	Sizes	

**MEN'S DARK BLUE SHORT SLEEVE SHIRTS**

Commodity Number	Size	Chest	Waist
4423-7752	14 ½ M	45	38
4423-7753	14 ½ M	46	39
4423-7755	15 M	44	37
4423-7756	15 L	46	39
4423-7758	15 ½ M	46	38
4423-7759	15 ½ L	48	41
4423-7761	16 M	47	41
4423-7762	16 L	49	43
4423-7764	16 ½ M	49	42
4423-7765	16 ½ L	51	44
4423-7767	17 M	51	44
4423-7768	17 L	52	45
4423-7770	17 ½ M	52	46
4423-7771	17 ½ L	54	49
4423-7772	18 S	54	49
4423-7773	18 M	56	51
4423-7774	18 L	58	53
4423-7776	18 ½ M	59	54
4423-7777	Special	Order	Sizes



**MEN'S LIGHT BLUE LONG SLEEVE SHIRTS**

Commodity Number	Neck Size	Sleeve Length	Chest	Waist
4423-7398	14 L	33	45	38
4423-7349	14 ½ L	32	46	39
4423-7350	14 ½ L	33	46	39
4423-7351	14 ½ L	34	46	39
4423-7352	15 L	32	47	40
4423-7353	15 L	33	47	40
4423-7354	15 L	34	47	40
4423-7355	15 L	35	47	40
4423-7356	15 L	36	47	40
4423-7357	15 ½ L	32	48	41
4423-7358	15 ½ L	33	48	41
4423-7359	15 ½ L	34	48	41
4423-7360	15 ½ L	35	48	41
4423-7361	15 ½ L	36	48	41
4423-7362	15 ½ L	37	48	41
4423-7363	16 L	32	49	43
4423-7364	16 L	33	49	43
4423-7365	16 L	34	49	43
4423-7366	16 L	35	49	43
4423-7367	16 L	36	49	43
4423-7368	16 L	37	49	43
4423-7369	16 ½ L	32	51	44
4423-7370	16 ½ L	33	51	44
4423-7371	16 ½ L	34	51	44
4423-7372	16 ½ L	35	51	44
4423-7373	16 ½ L	36	51	44
4423-7374	16 ½ L	37	51	44
4423-7375	17 L	32	53	46
4423-7376	17 L	33	53	46
4423-7377	17 L	34	53	46
4423-7378	17 L	35	53	46
4423-7379	17 L	36	53	46
4423-7380	17 L	37	53	46
4423-3781	17 ½ L	33	54	49
4423-7382	17 ½ L	34	54	49
4423-7383	17 ½ L	35	54	49
4423-7384	17 ½ L	36	54	49
4423-7385	17 ½ L	37	54	49
4423-7386	18 L	33	58	53
4423-7387	18 L	34	58	53
4423-7388	18 L	35	58	53
4423-7389	18 L	36	58	53
4423-7390	18 L	37	58	53
4423-7391	18 ½ L	33	61	56
4423-7392	18 ½ L	34	61	56
4423-7393	18 ½ L	35	61	56
4423-7394	18 ½ L	36	61	56
4423-7395	18 ½ L	37	61	56
4423-7399	Special	Order	Sizes	

**MEN'S LIGHT BLUE SHORT SLEEVE SHIRT**

Commodity Number	Size	Chest	Waist
4423-7309	14 L	46	39
4423-7310	14 ½ L	46	39
4423-7312	15 L	47	40
4423-7314	15 ½ L	48	41
4423-7316	16 L	49	43
4423-7318	16 ½ L	51	44
4423-7320	17 L	53	46
4423-7322	17 ½ L	54	49
4423-7324	18 L	58	53
4423-7326	18 ½ L	61	56
4423-7327	Special	Order	Sizes



**WOMEN'S DARK BLUE LONG SLEEVE SHIRTS**

Commodity Number	Size	Bust	Waist
4423-7868	13 ½ - 30 M	39	34
4423-7870	13 ½ - 31M	39	34
4423-7872	13 ½ - 32 M	39	34
4423-7873	13 ½ - 33 M	39	34
4423-7874	13 ½ - 30 L	41	36
4423-7876	13 ½ - 31 L	41	36
4423-7878	13 ½ - 32 L	41	36
4423-7879	13 ½ - 33 L	41	36
4423-7890	14 – 30 M	39	34
4423-7892	14 – 31 M	39	34
4423-7894	14 – 32 M	39	34
4423-7896	14 – 33 M	39	34
4423-7898	14 – 30 L	41	36
4423-7900	14 – 31 L	41	36
4423-7902	14 – 32 L	41	36
4423-7904	14 – 33 L	41	36
4423-7916	14 ½ - 30 M	45	38
4423-7918	14 ½ - 31 M	45	38
4423-7920	14 ½ - 32 M	45	38
4423-7922	14 ½ - 33 M	45	38
4423-7924	14 ½ - 30 L	46	39
4423-7926	14 ½ - 31 L	46	39
4423-7928	14 ½ - 32 L	46	39
4423-7930	14 ½ - 33 L	46	39
4423-7932	Special	Order	Sizes



**WOMEN'S DARK BLUE SHORT SLEEVE SHIRTS**

Commodity Number	Size	Bust	Waist
4423-7782	13 ½ M	39	34
4423-7783	13 ½ L	41	36
4423-7785	14 M	39	34
4423-7786	14 L	41	36
4423-7788	14 ½ M	45	38
4423-7789	14 ½ L	46	39
4423-7790	Special	Order	Sizes

**WOMEN'S LIGHT BLUE LONG SLEEVE SHIRTS**

Commodity Number	Size	Bust	Sleeve	Waist
4423-7328	30	40	31 ½	34
4423-7330	32	42	31	36
4423-7332	34	44	32	38
4423-7334	36	46	32 ½	40
4423-7336	38	48	32 ½	42
4423-7338	40	50	32 ½	44
4423-7340	42	52	32 ½	46
4423-7342	44	54	32 ½	48
4423-7344	46	56	32 ½	50
4423-7346	48	58	33	52
4423-7347	50	60	33	54
4423-7348	Special	Order	Sizes	

**WOMEN'S LIGHT BLUE SHORT SLEEVE SHIRTS**

Commodity Number	Size	Bust	Waist
4423-7278	30	40	34
4423-7280	32	42	36
4423-7282	34	44	38
4423-7284	36	46	40
4423-7286	38	48	42
4423-7288	40	50	44
4423-7290	42	52	46
4423-7292	44	54	48
4423-7294	46	56	50
4423-7296	48	58	52
4423-7298	50	60	54
4423-7299	Special	Order	Sizes



**SPECIFICATIONS**

**MICHIGAN STATE POLICE  
MEN'S AND WOMEN'S SUMMER UNIFORM TROUSERS**

**BASIC MATERIAL**

Fiber Content: 55% Polyester/45% Worsted Wool  
 Style: Raeford Style ProBlend 521  
 Shade: Michigan State Police Blue #4818  
 Weave: Gabardine 2 ply warp and filling  
 Weight: 11 – 11.5 oz. per linear yard  
 Breaking Strength: 150 pounds in the warp. 80 pounds in the filling.  
 Construction: 112 ends per inch. 55 picks per inch.

Fiber Length: 3 - 3 1/2 inches average minimum (worsted wool)/ 3 inches average minimum (polyester)  
**NOTE:** Mill identification mark must appear on reverse side of this material not less than six times per linear yard. **Any trousers not so marked will be rejected.** Fabric to be cold water shrunk or stabilized before cutting.

**TRIMMINGS**

**Zipper:** Y. K. K. Brass #579 size 04 or Talon, Inc. Style #260, size 05 with brass metal and flat top locking slider.

**Waistband:** Snugtex non-skid, Everlastic, Inc., New York City, or equal by other producers, 3/4" wide.

**Waistband Interlining:** Stretch Ban-Rol canvas or approved alternate.

**Buttons:** 22 line, 4 hole, color to match basic material.

**Pocketing:** 150 Denier, tinsel strength 70 lb. warp/155 lb. fill. Dark Blue Polystar 164. 70% polyester/30% cotton.

**Fly Interlining:** Silesia, gray – 2.9 oz. per square yard count 78 x 64 (+/- 2).

**Curtain and Lining Material:** 70% polyester, 30% cotton, weight 2.9 oz., minimum thread count 78 x 64, color black.

**Edge Tape:** 3/8" tape, blue-gray color to match trouser material, to be good grade, and must be preshrunk or stabilized.

**Side Stripe:** Raeford fabric style 3930-610, P.F., 11 1/2 - 12 ounce, 80% Dacron and 20% wool. Material is to be cold water shrunk or stabilized.

**Hook and Eye Closing Device:** Hookflex Corporation, style #5897-1/2 and 5894-1/2 or equal.

**Thread:** Best quality Dacron thread; size A, A. H. Rice Company, shade #1554 cadet gray or equal. Best quality Dacron thread, size A, color black, for side stripe.

**STYLE**

Without cuffs, similar to that worn by United States Army officers.

**MEASUREMENT TOLERANCES**

There shall be no measurement tolerances allowed where the specification is stating an exact measurement. In other areas of the specification, the following measurement tolerances will be allowed:

<u>Specified Length</u>	<u>Tolerance</u>
1/2 - 2 inches	+/- 1/8 inch
+ 2 – 20 inches	+/- 1/4 inch
+ 20 + inches	+/- 1/2 inch



## SPECIFICATIONS

### MICHIGAN STATE POLICE MEN'S AND WOMEN'S SUMMER UNIFORM TROUSERS

#### MANUFACTURING REQUIREMENTS:

##### Darts:

**(Men's):** There are to be two darts, one in each of the back panels; the darts shall be carefully tapered off. The lower end of the dart shall be securely tacked and finished at the top edge of the hip pocket opening. Dart is not to extend through the pocket.

**(Women's):** There are to be four darts, two in each of the back panels; the darts shall be carefully tapered off. The lower end of the dart shall be securely tacked and finished at the top edge of the hip pocket opening. Darts are to extend through the pocket. There are to be two darts, one in each of the front panels. The darts shall be carefully tapered off and finished 4 ½" long from waistband seam.

**Crotch Lining:** There shall be stitched on the foreparts and back parts at the crotch, a folded triangular crotch lining piece of double thickness lining material (see Trimmings – Curtain & Lining Material).

**Pockets:** Two ½ top side pockets, two hip pockets, and one utility pocket. All pocket edges and facings shall be finished smooth and flat, without distortion.

**Side Pocket:** Styles ½ top opening – 7" finished size opening. Stitch pocket welt ¼" from edge, parallel to the entire edge. Pocketing to be sewn into waistband seam, and to be 13" deep from waistband seam (finished), 7 ½" wide across the finished pocket at the lower end of pocket opening. Pocket facing shall extend into the pocket not less than 1 ½" the entire length of the pocket. The facing shall be double stitched to the pocket. Side pockets must have edge tape sewn into the pocket welt, to prevent gaping or stretching of the pocket opening.

**Gun Pocket:** To be made of pocketing material (see Trimmings). Cut as shown in attached diagram, **Gun Pocket Diagram**, all edges to be machine serged or turned to prevent material from raveling. Gun pocket to be set in the left and right front pockets (see detailed drawing for right pocket).

**Hip Pockets:** Two double welt pockets. Length of opening shall be 5 ½". Double welt shall not be more than ¼" finished. Button down tab over the left pocket only. Position of pocket shall be ¾" to 1" from back edge of side stripe, 3" below and parallel with waistline seam. Pocketing shall extend and be sewn into waistband. Depth of pocket from opening shall be 6". Width of pocketing shall be 7".

**Hip Pocket Tabs:** See drawing for actual size dimensions. To be formed with one ply of basic material and to be baked with pocketing material. Lining and fabric to be sewn together and turned, forming a good finished appearance; then buttonhole is to be made. Tab to be finished plain.

##### Utility Pockets:

**(Men's):** One utility pocket on the right back panel to have a 3" opening and set approximately ¾" to 1" from the back edge of side stripe; and to be set 3" below the right hip pocket. The right edge of the utility pocket and the right edge of the right hip pocket are to be exactly the same distance from the side stripe. The utility pocket is to be 8" deep, and the width of the pocketing shall be approximately 4 ½" wide. The utility pocket welt is to be constructed the same as described for hip pockets.

**(Women's):** One utility pocket on the right back panel to have a 3" opening and set 3" below the right hip pocket. The right edge of the utility pocket and the right edge of the right hip pocket are to be vertically aligned. The utility pocket is to be 8" deep, and the width of the pocketing shall be approximately 4 ½" wide. The utility pocket welt is to be constructed the same as described for hip.

**Finish all pocketing by turning in the raw edges and stitching.**

**SPECIFICATIONS****MICHIGAN STATE POLICE  
MEN'S AND WOMEN'S SUMMER UNIFORM TROUSERS**

**SEAMS – GENERAL:** All side seams, inseams, seat seam, and waist seam are to be pressed open. Seat seams and inseam are to be chain stitched. Seat seam is to be double chain stitched. Inseams are to be chain stitched from the crotch to the knee. The seat seam outlet is to be tapered from the crotch to the waist. There is to be sufficient material to allow from 1" outlet at the crotch to 3" outlet at the waist.

**Outside Seam:** One row 1 ½" wide, side stripe material, to be set into the waistband and extend to the bottom of each leg (see Trimmings). Side stripe is to have edges turned under and shall have one row of stitching on each side of stripe, black color thread to be used. The side stripe is to cover the entire outseam. The front edge of the side stripe from the waistband to the junction of the front pocket opening is to overlap the side seam by 1/8". From the pocket opening junction to the bottom of the trousers, the side stripe is to be gradually centered over the outseam. The side stripe shall be evenly stitched without pleats and puckers and finished smooth and flat without a ripple or wavy appearance.

**Belt Loops:** Seven loops to be 1" wide and finished to 3" long. Two to be directly forward of the front pocket, two to be set next to and forward of the side stripe, two to be set with a space clearance of 5" from the loops forward of the side stripe, one loop centered in the back. Belt loops to be formed of double thickness of pant material (lined with an interfacing material), seamed and turned, with the seam pressed open. Seam to be centered on the underside of the belt loops and stitched lengthwise ¼" from each edge. Top edge of each belt loop is to be set into the top seam of the waistband, with the exception of the center back loop.

**Waistband:** The waistband shall be made of the basic material and shall be 2" in width finished. All waistbands shall be cut in the warp direction of the material. The curtain shall be made of Dark Blue Polystar 164 material and interlined with a good grade of buckram. Waistband lining is to be made with ¾" Snugtex or equal. Waistband shall be made in accordance with the Brown construction method (see Trimmings).

The top portion of the inside of the waistband is to consist of the same fabric as used for pocketing (70% polyester 30% cotton – minimum 80 x 62 [+/- 2 count]). The fabric is to be cut on the bias for the maximum comfort. To be 1 7/8" wide and to finish 1 1/8" wide after construction.

Upper waistband curtain to be inner lined with stretch Ban-Rol or approved alternate canvas. This canvas fabric consists of a warp of 47 ends of texturized nylon and a fill of 34 ends of 750 denier polyester monofilament. The woven fabric is coated with latex, which completely encapsulates all yarns. This finish canvas fabric weights 12.0 oz/sq.yd. This canvas will be cut 1 ½" wide with the monofilaments running vertically and have 10% stretch.

The bottom portion of the waistband curtain will be a blend of 32% nylon, 38% polyester, 18% rubber (3) strands, 11% lycra, and 1% acrylic woven 1 7/8" wide and to finish 1 3/8" wide. To have a minimum of 40% stretch characteristics or equal.

Waistband to trouser seam to be pressed open and stitched through trousers, pockets and lining 1/16" below the waistband seam.

**Finished Appearance:** The waistband should be sewn flat, smooth, without fullness, without gathers or pleats. Stitching is to be evenly done. Waistband lining shall not be visible to the finished side.

**Trouser Fly:** To be zipper-type opening. Zipper openings from lower edge of waistband to bottom of fly shall be not less than 7 ¾" for a waist size 14 and shall be scaled longer or shorter in proportion to trouser sizes. The zipper is to be sewn onto the left part of fly so that the edge of the left fly shall cover the entire length of the zipper by ¾". When the zipper is closed, no part of the zipper or zipper backing material shall be visible. Zipper is to be set so there is no gap at the top or the bottom of the fly.

**Waist Closing:** Trousers are to be closed at the waistband by a hook and eye device. Hook to be placed inside left side of waistband, ½" from the edge and centered. Eye to be placed on right end of waistband, finished side, and to be properly aligned with the hook and zipper.



**SPECIFICATIONS**

**MICHIGAN STATE POLICE  
MEN'S AND WOMEN'S SUMMER UNIFORM TROUSERS**

**Hook and Eye device shall be:** Hook – Approx. 3/8” x 5/8”; Eye – Approximately 3/8” x 1/8”. To be good quality stainless spring steel material (see Trimmings – Hook & Eye Closing Device.)

**Women’s Only:** The waistband closure shall be accomplished with crush-proof hook and eye. The hook and eye shall be reinforced with stays made of non-woven fabric that are anchored by the topstitching for the fly facing and curtain. The topstitching must be to the top of the waistband. The waistband must be topstitched 1/16” below the waistband seam for added strength.

**French Tab and Button:** There shall be an inside button attached to the bottom of waistband curtain on the left side of the waistband, 22 line button. A “French Tab,” with a horizontal buttonhole, constructed from two plies of the basic material, sewn together and sewn into the right fly seam, to be properly aligned with the button. Tab to measure approximately 2 ¼” wide at fly seam and 2 ½” long tapered.

**Finished Appearance:** The top corner of the right fly shall be neatly and completely forced out to present a smooth appearance. Care shall be taken in finishing the top of the left fly to avoid bulkiness.

**Perma-Press:** All trousers shall have LinTrak permanent crease in front. LinTrak will be in crease on the front seam of the trousers. No LinTrak will be applied to the back seam of the trousers.

**Sewing:** All sewings throughout the trousers are to be of Dacron thread, of not less and size A. All threads are to be color fast and fade resistant. All seams are to have not less than 10, nor more than 15, stitches per inch. All exposed edges are to be serged to prevent raveling. Care shall be taken to adjust the machine tension properly for all sewings throughout the garment.

**Buttons:** Buttons are to be securely machine sewn having approximately 16 stitches per button, with the ends of the thread tacked off.

**Bartacking:** All pockets shall be bartacked at the ends of openings. The fly shall be bartacked at the base of the fly at the junction of the crotch seam and fly. All bartacks shall be made by machine and shall be ¼” to 3/8” long. Bartacks to be made to present good finished appearance. All bartacks shall be formed with A.H. Rice Company shade #1554 cadet gray Dacron thread, size A.

**General Finished Appearance:** All finished garments are to be neatly pressed. There are to be no wrinkles or unsightly gathers, etc. All thread ends shall be removed.

**Sizes:**

**(Men’s):** Trousers are to be made in Michigan State Police stock sizes and in “made-to-measure” sizes, as supplied by the Michigan State Police. Please refer to attached table, **Men’s Summer Trousers - Sizes and Measurements**.

**(Women’s):** Trousers are to be made in Michigan State Police stock sizes and in “made-to-measure” sizes, as supplied by the Michigan State Police. Stock sizes shall be as follows:

Size	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30
Waist	28	29	30	31	32	34	36	38	40	42	44	46	48	50	52
Hip	37	38	39	40	41	43	45	47	49	51	53	55	57	59	61

**Labels:** Each garment shall have a cloth label, 3” long x 2” wide, sewn to the back of the left front pocket near the waistband. Label shall show vendor’s name, date furnished, and size of the garment. Label lettering is to be of permanent ink, to last the life of the garment. Label must indicate origin of manufacture. Label must show a bar code that is the 12 character UPC code assigned by the Uniform Code Council (UCC) or be compatible with the Michigan State Police system. **Each garment to have a paper size marker, tacked lightly to the outside of the waistband.**



**Origin:** Trousers are to be Union Made in the U.S.A.

## SPECIFICATIONS

### MICHIGAN STATE POLICE MEN'S AND WOMEN'S SUMMER UNIFORM TROUSERS

**Packaging:** Please refer to Article 1.303 Packaging.

**Manufacturing:** All trousers must be manufactured using an automated computerized cutting system to ensure consistency of fit and perfection of all components as well as dimensions of finished garments.

#### **Inventory of Summer Trouser Fabric:**

Vendor shall stock 2000 yards of summer trouser fabric (combined yards for both men's and women's).

The trouser manufacturer shall be required to carry in inventory sufficient fabric to manufacture a minimum of 1000 pairs of men's and 700 pairs of women's Michigan State Police trousers. Approximately one hundred and twenty (120) days prior to the expiration of the contract, the trouser manufacturer/vendor shall contact MSP, and advise them of the amount of trouser material on hand. At that time MSP, at their discretion, may either place an order for trousers to utilize the remaining material or purchase the material at the cost paid by the trouser manufacturer.

**Product Delivery:** Please refer to Article 1.301 Time Frames.

#### **Samples:**

1. **Bid Samples:** Please refer to Article 4.503 Samples

All samples submitted mirror in design, fit, and dimensions the garments available for inspection, that are presently being worn by Michigan State Police. **It is mandatory that the material is as specified; however, the shade is optional.**

#### **Summer Trousers – (Men's)**

The bidder shall provide one bid sample, size 34R, to DMB-Purchasing Operations for evaluation on or before the bid due date.

#### **Summer Trousers – (Women's)**

The bidder shall provide one bid sample, size 6, to DMB-Purchasing Operations for evaluation on or before the bid due date.

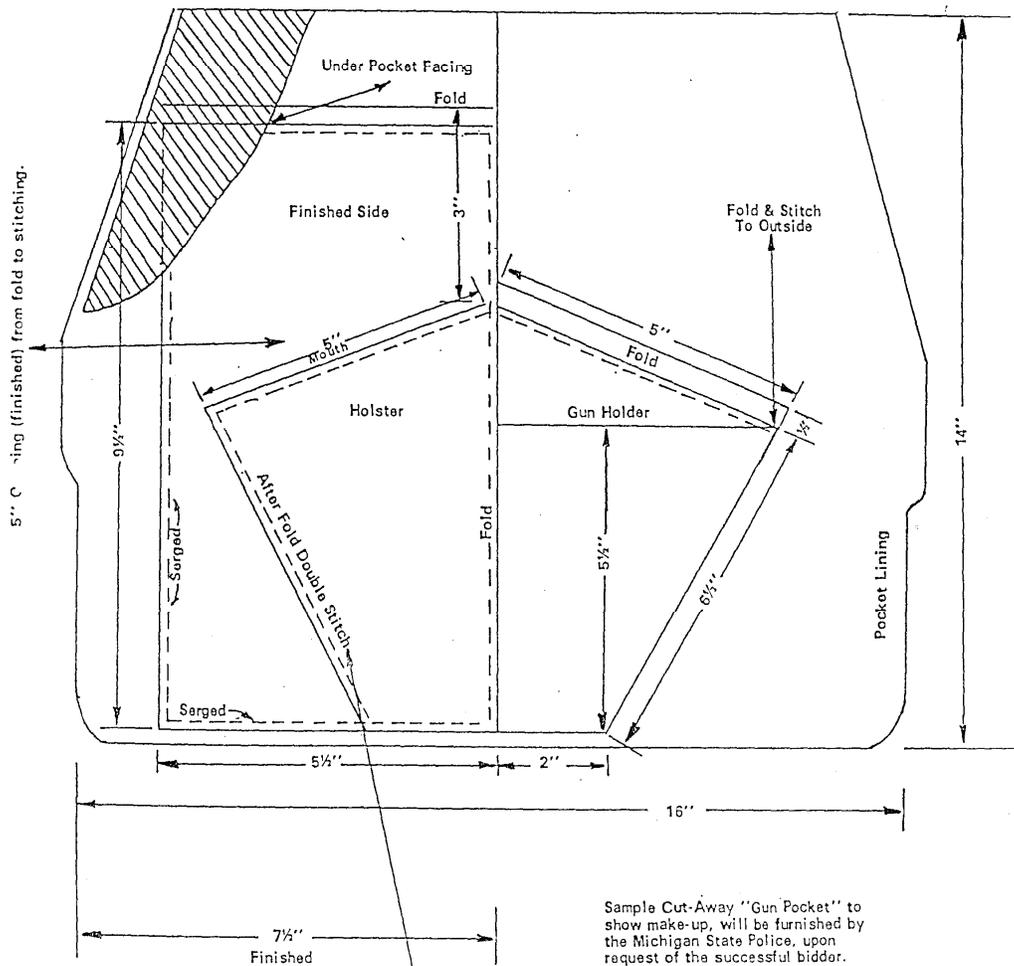
2. **Pre-Production Samples:** Upon contract being executed, the Contractor must supply ten pre-production samples within 30 days. Sizes will be determined by the MSP. **It is mandatory that the material and color be as specified in this document.**

3. **Production Samples:** Upon arrival to the MSP, a random sampling of trousers will be made to ensure adherence to MSP specifications. Should this random sampling discover manufacturing not to MSP specifications, all trousers in that shipment may be returned to the manufacturer for correction or replacement at manufacturer's expense. Release of payment for each order will not be made until the shipment has been approved by the Field Services Bureau.

The MSP will maintain one set of trousers of various sizes from the first approved shipment. This will be considered the master pattern and be used as part of the approval process. Variance from this master pattern can result in the order being refused. Pattern changes shall not be made without departmental approval.



GUN POCKET DIAGRAM



Sample Cut-Away "Gun Pocket" to show make-up, will be furnished by the Michigan State Police, upon request of the successful bidder.

Double stitchings along this point to be as close to the edge as possible.



**MICHIGAN STATE POLICE  
MEN'S SUMMER TROUSERS – SIZES AND MEASUREMENTS**

COMM NO.	SIZE	OUTSEAM	INSEAM	RISE	WAIST	FIN. SEAM	KNEE	BOTTOM
4423-8801	26S	46 ½	37	9 ½	26	35	18	17
4423-8802	26R	47	37	10	26	35	18	17
4423-8805	28S	46 ¾	37	9 ¾	28	37	18 ¾	17 ¼
4423-8806	28R	47 ¼	37	10 ¼	28	37	18 ¾	17 ¼
4423-8810	29S	48 7/8	37	9 7/8	29	38	19 1/8	17 3/8
4423-8811	29R	47 3/8	37	10 3/8	29	38	19 1/8	17 3/8
4423-8815	30S	47	37	10	30	39	19 ½	17 ½
4423-8816	30R	47 ½	37	10 ½	30	39	19 ½	17 ½
4423-8820	31S	47-1/8	37	10 1/8	31	40	19 7/8	17 5/8
4423-8821	31R	47 5/8	37	10 5/8	31	40	19 7/8	17 5/8
4423-8825	32S	47 ¼	37	10 ¼	32	41	20 ¼	17 ¾
4423-8826	32R	47 ¾	37	10 ¾	32	41	20 ¼	17 ¾
4423-8830	33S	47 3/8	37	10 3/8	33	42	20 5/8	17 7/8
4423-8831	33R	47 7/8	37	10 7/8	33	42	20 5/8	17 7/8
4423-8835	34S	47 ½	37	10 ½	34	43	21	18
4423-8836	34R	48	37	11	34	43	21	18
4423-8845	36S	47 ¾	37	10 ¾	36	45	21 ¾	18 ¼
4423-8846	36R	48 ½	37	11 ¼	36	45	21 ¾	18 ¼
4423-8855	38S	48	37	11	38	47	22 ½	18 ½
4423-8856	38R	48 ½	37	11 ½	38	47	22 ½	18 ½
4423-8865	40S	48 ¼	37	11 ¼	40	49	23 ¼	18 ¾
4423-8866	40R	48 ¾	37	11 ¾	40	49	23 ¼	18 ¾
4423-8875	42S	48 ½	37	11 ½	42	51	24	19
4423-8876	42R	49	37	12	42	51	24	19
4423-8880	44S	48 ¾	37	11 ¾	44	53	24 ¾	19 ¼
4423-8881	44R	49 ¼	37	12 ¼	44	53	24 ¾	19 ¼
4423-8890	46S	49	37	12	46	55	25 ½	19 ½
4423-8891	46R	49 ½	37	12 1/1	46	55	25 ½	19 ½
4423-8895	48S	49 ¼	37	12 ¼	48	57	26 ¼	19 ¾
4423-8896	48R	49 ¾	37	12 ¾	48	57	26 ¼	19 3/4



**SPECIFICATIONS**

**MICHIGAN STATE POLICE  
MEN'S AND WOMEN'S WINTER UNIFORM TROUSERS**

**BASIC MATERIAL**

Fiber Content: 100% Worsted Wool  
 Style: Raeford Style Naturelle 13507  
 Shade: Michigan State Police Blue #240  
 Weave: Elastique 2 ply warp and filling  
 Weight: 19.5 – 20 oz. per linear yard  
 Breaking Strength: 140 pounds in the warp. 80 pounds in the filling.  
 Construction: 124 ends per inch. 80 picks per inch.  
 Fiber Length: 3 - 3 1/2 inches average minimum (worsted wool)

**NOTE:** Mill identification mark must appear on reverse side of this material not less than six times per linear yard. **Any trousers not so marked will be rejected.** Fabric to be cold water shrunk or stabilized before cutting.

**TRIMMINGS:**

**Zipper:** Y. K. K. Brass #579 size 04 or Talon, Inc. Style #260, size 05 with brass metal and flat top locking slider.

**Waistband:** Snugtex non-skid, Everlastic, Inc., New York City, or equal by other producers, 3/4" wide.

**Waistband Interlining:** Stretch Ban-Rol canvas or approved alternate.

**Buttons:** 22 line, 4 hole, color to match basic material.

**Pocketing:** 150 Denier, tinsel strength 70 lb. warp/155 lb. fill. Dark Blue Polystar 164. 70% polyester/30% cotton.

**Fly Interlining:** Silesia, gray – 2.9 oz. per square yard count 78 x 64 (+/- 2).

**Curtain and Lining Material:** 70% polyester, 30% cotton, weight 2.9 oz., minimum thread count 78 x 64, color black.

**Edge Tape:** 3/8" tape, blue-gray color to match trouser material, to be good grade, and must be preshrunk or stabilized.

**Side Stripe:** Fiber Content - 100% Worsted Wool. Style - Raeford Style Naturelle 13507. Shade – Standard Uniform Blue #96. Weight – 19.5 - 20 oz. per linear yard. Material is to be cold water shrunk or stabilized.

**Hook and Eye Closing Device:** Hookflex Corporation, style #5897-1/2 and 5894-1/2 or equal.

**Thread:** Best quality Dacron thread, size A, A. H. Rice Company, shade #1554 cadet gray or equal. Best quality Dacron thread, size A, color black, for side stripe.

**STYLE**

Without cuffs, similar to that worn by United States Army officers.

**MEASUREMENT TOLERANCES**

There shall be no measurement tolerances allowed where the specification is stating an exact measurement. In other areas of the specification, the following measurement tolerances will be allowed:

<u>Specified Length</u>	<u>Tolerance</u>
1/2 - 2 inches	+/- 1/8 inch
+ 2 – 20 inches	+/- 1/4 inch
+ 20 + inches	+/- 1/2 inch



**MICHIGAN STATE POLICE SPECIFICATIONS  
MEN'S AND WOMEN'S WINTER UNIFORM TROUSERS**

**MANUFACTURING REQUIREMENTS:**

**Darts:**

**(Men's):** There are to be two darts, one in each of the back panels; the darts shall be carefully tapered off. The lower end of the dart shall be securely tacked and finished at the top edge of the hip pocket opening. Darts is not to extend through the pocket.

**(Women's):** There are to be four darts, two in each of the back panels; the darts shall be carefully tapered off. The lower end of the dart shall be securely tacked and finished at the top edge of the hip pocket opening. Darts are to extend through the pocket. There are to be two darts, one in each of the front panels. The darts shall be carefully tapered off and finished 4 ½" long from waistband seam.

**Crotch Lining:** There shall be stitched on the foreparts and back parts at the crotch, a folded triangular crotch lining piece of double thickness lining material (see Trimmings – Curtain & Lining Material).

**Pockets:** Two ½ top side pockets, two hip pockets, and one utility pocket. All pocket edges and facings shall be finished smooth and flat, without distortion.

**Side Pocket:** Styles ½ top opening – 7" finished size opening. Stitch pocket welt ¼" from edge, parallel to the entire edge. Pocketing to be sewn into waistband seam, and to be 13" deep from waistband seam (finished), 7 ½" wide across the finished pocket at the lower end of pocket opening. Pocket facing shall extend into the pocket not less than 1 ½" the entire length of the pocket. The facing shall be double stitched to the pocket. Side pockets must have edge tape sewn into the pocket welt, to prevent gaping or stretching of the pocket opening.

**Gun Pocket:** To be made of pocketing material (see Trimmings). Cut as shown in attached drawing, all edges to be machine serged or turned to prevent material from raveling. Gun pocket to be set in the left and right front pockets (see detailed drawing for right pocket).

**Hip Pockets:** Two double welt pockets. Length of opening shall be 5 ½". Double welt shall not be more than ¼" finished. Button down tab over the left pocket only. Position of pocket shall be ¾" to 1" from back edge of side stripe, 3" below and parallel with waistline seam. Pocketing shall extend and be sewn into waistband. Depth of pocket from opening shall be 6". Width of pocketing shall be 7".

**Utility Pocket:** One utility pocket on the right back panel to have a 3" opening and set 3" below the right hip pocket. The right edge of the utility pocket and the right edge of the right hip pocket are to be vertically aligned. The utility pocket is to be 8" deep, and the width of the pocketing shall be approximately 4 ½" wide. The utility pocket welt is to be constructed the same as described for hip pockets.

**Hip Pocket Tabs:** See drawing for actual size dimensions. To be formed with one ply of basic material and to be backed with pocketing material. Lining and fabric to be sewn together and turned, forming a good finished appearance; then buttonhole is to be made. Tab to be finished plain.

**Finish all pocketing by turning in the raw edges and stitching.**



**MICHIGAN STATE POLICE SPECIFICATIONS  
MEN'S AND WOMEN'S WINTER UNIFORM TROUSERS**

**SEAMS – GENERAL:** All side seams, inseams, seat seam, and waist seam are to be pressed open. Seat seams and inseam are to be chain stitched. Seat seam is to be double chain stitched. Inseams are to be chain stitched from the crotch to the knee. The seat seam outlet is to be tapered from the crotch to the waist. There is to be sufficient material to allow from 1" outlet at the crotch to 3" outlet at the waist.

**Outside Seam:** One row 1 ½" wide, side stripe material, to be set into the waistband and extend to the bottom of each leg (see Trimmings). Side stripe is to have edges turned under and shall have one row of stitching on each side of stripe, black color thread to be used. The side stripe is to cover the entire outseam. The front edge of the side stripe from the waistband to the junction of the front pocket opening is to overlap the side seam by 1/8". From the pocket opening junction to the bottom of the trousers, the side stripe is to be gradually centered over the outseam. The side stripe shall be evenly stitched without pleats and puckers and finished smooth and flat without a ripple or wavy appearance.

**Belt Loops:** Seven loops to be 1" wide and finished to 3" long. Two to be directly forward of the front pocket, two to be set next to and forward of the side stripe, two to be set with a space clearance of 5" from the loops forward of the side stripe, one loop centered in the back. Belt loops to be formed of double thickness of pant material (lined with an interfacing material), seamed and turned, with the seam pressed open. Seam to be centered on the underside of the belt loops and stitched lengthwise ¼" from each edge. Top edge of each belt loop is to be set into the top seam of the waistband, with the exception of the center back loop.

**Waistband:** The waistband shall be made of the basic material and shall be 2" in width finished. All waistbands shall be cut in the warp direction of the material. The curtain shall be made of Dark Blue Polystar 164 material and interlined with a good grade of buckram. Waistband lining is to be made with ¾" Snugtex or equal. Waistband shall be made in accordance with the Brown construction method (see Trimmings).

The top portion of the inside of the waistband is to consist of the same fabric as used for pocketing (70% polyester 30% cotton – minimum 80 x 62 [+/- 2 count]). The fabric is to be cut on the bias for the maximum comfort. To be 1 7/8" wide and to finish 1 1/8" wide after construction.

Upper waistband curtain to be inner lined with stretch Ban-Rol or approved alternate canvas. This canvas fabric consists of a warp of 47 ends of texturized nylon and a fill of 34 ends of 750 denier polyester monofilament. The woven fabric is coated with latex, which completely encapsulates all yarns. This finish canvas fabric weights 12.0 oz/sq.yd. This canvas will be cut 1 ½" wide with the monofilaments running vertically and have 10% stretch.

The bottom portion of the waistband curtain will be a blend of 32% nylon, 38% polyester, 18% rubber (3) strands, 11% lycra, and 1% acrylic woven 1 7/8" wide and to finish 1 3/8" wide. To have a minimum of 40% stretch characteristics or equal.

Waistband to trouser seam to be pressed open and stitched through trousers, pockets and lining 1/16" below the waistband seam.

**Finished Appearance:** The waistband should be sewn flat, smooth, without fullness, without gathers or pleats. Stitching is to be evenly done. Waistband lining shall not be visible to the finished side.

**Trouser Fly:** To be zipper-type opening. Zipper openings from lower edge of waistband to bottom of fly shall be not less than 8 ¾" for 32" waist and shall be scaled longer or shorter in proportion to trouser sizes. The zipper is to be sewn onto the left part of fly so that the edge of the left fly shall cover the entire length of the zipper by ¾". When the zipper is closed, no part of the zipper or zipper backing material shall be visible. Zipper is to be set so there is no gap at the top or the bottom of the fly.



**MICHIGAN STATE POLICE SPECIFICATIONS  
MEN'S AND WOMEN'S WINTER UNIFORM TROUSERS**

**Waist Closing:** Trousers are to be closed at the waistband by a hook and eye device. Hook to be placed inside left side of waistband, 1/2" from the edge and centered. Eye to be placed on right end of waistband, finished side, and to be properly aligned with the hook and zipper.

**Hook and Eye device shall be:** Hook – Approx. 3/8" x 5/8"      Eye – Approximately 3/8" x 1/8"  
To be good quality stainless spring steel material (see Trimmings – Hook & Eye Closing Device.)

**French Tab and Button:** There shall be an inside button attached to the bottom of waistband curtain on the left side of the waistband, 22 line button. A "French Tab," with a horizontal buttonhole, constructed from two plies of the basic material, sewn together and sewn into the right fly seam, to be properly aligned with the button. Tab to measure approximately 2 1/4" wide at fly seam and 2 1/2" long tapered.

**The Finished Appearance:** The top corner of the right fly shall be neatly and completely forced out to present a smooth appearance. Care shall be taken in finishing the top of the left fly to avoid bulkiness.

**Perma-Press:** All trousers shall have Lintrak permanent crease in front. LinTrack will be in crease on the front seam of the trousers. No LinTrack will be applied to the back seam of the trousers.

**Sewing:** All sewings throughout the trousers are to be of Dacron thread, of not less and size A. All threads are to be color fast and fade resistant. All seams are to have not less than 10, nor more than 15, stitches per inch. All exposed edges are to be serged to prevent raveling. Care shall be taken to adjust the machine tension properly for all sewings throughout the garment.

**Buttons:** Buttons are to be securely machine sewn having approximately 16 stitches per button, with the ends of the thread tacked off.

**Bartacking:** All pockets shall be bartacked at the ends of openings. The fly shall be bartacked at the base of the fly at the junction of the crotch seam and fly. All bartacks shall be made by machine and shall be 1/4" to 3/8" long. Bartacks to be made to present good finished appearance. All bartacks shall be formed with A.H. Rice Company shade #1554 cadet gray Dacron thread, size A.

**General Finished Appearance:** All finished garments are to be neatly pressed. There are to be no wrinkles or unsightly gathers, etc. All thread ends shall be removed.

**Sizes:**

**(Men's):** Trousers are to be made in Michigan State Police stock sizes and in "made-to-measure" sizes, as supplied by the Michigan State Police. Please refer to attached table, **Men's Winter Trousers - Sizes and Measurements.**

**(Women's):** Trousers are to be made in Michigan State Police stock sizes and in "made-to-measure" sizes, as supplied by the Michigan State Police. Stock sizes shall be as follows:

Size	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30
Waist	28	29	30	31	32	34	36	38	40	42	44	46	48	50	52
Hip	37	38	39	40	41	43	45	47	49	51	53	55	57	59	61

**Labels:** Each garment shall have a cloth label, 3" long x 2" wide, sewn to the back of the left front pocket near the waistband. Label shall show vendor's name, date furnished, and size of the garment. Label lettering is to be of permanent ink, to last the life of the garment. Label must indicate origin of manufacture. Label must show a bar code that is the 12 character UPC code assigned by the Uniform Code Council (UCC) or be compatible with the Michigan State Police system. **Each garment is to have a paper size marker, tacked lightly to the outside of the waistband.**

**Origin:** Trousers to be Union Made in the U.S.A.



**MICHIGAN STATE POLICE SPECIFICATIONS  
MEN'S AND WOMEN'S WINTER UNIFORM TROUSERS**

**Packaging:** Please refer to Article 1.303 Packaging.

**Manufacturing:** All trousers must be manufactured using an automated computerized cutting system to ensure consistency of fit and perfection of all components as well as dimensions of finished garments.

**Inventory of Winter Trouser Fabric:**

Vendor shall stock 2000 yards of winter trouser fabric (combined yards for both men's and women's).

**(Men's):** The trouser manufacturer shall be required to carry in inventory sufficient fabric to manufacture a minimum of 1000 pairs of Michigan State Police Winter trousers. Approximately one hundred and twenty (120) days prior to the expiration of the contract, the trouser manufacturer/vendor shall contact MSP, and advise them of the amount of trouser material on hand. At that time MSP, at their discretion, may either place an order for trousers to utilize the remaining material or purchase the material at the cost paid by the trouser manufacturer.

**(Women's):** The trouser manufacture shall be required to carry in inventory sufficient fabric to manufacture a minimum of 700 pairs of Michigan State Police Winter trousers. Approximately one hundred and twenty (120) days prior to the expiration of the contract, the trouser manufacturer/vendor shall contact MSP, and advise them of the amount of trouser material on hand. At that time MSP, at their discretion, may either place an order for trousers to utilize the remaining material or purchase the material at the cost paid by the trouser manufacturer.

**Product Delivery:** Please refer to Article 1.301 Time Frames.

**1. Bid Samples:** Please refer to Article 4.503 Samples

All samples submitted mirror in design, fit, and dimensions the garments available for inspection, that are presently being worn by Michigan State Police. **It is mandatory that the material is as specified; however, the shade is optional.**

**Winter Trousers – (Men's)**

The bidder shall provide one bid sample, size 34R, to DMB-Purchasing Operations for evaluation on or before the bid due date.

**Winter Trousers – (Women's)**

The bidder shall provide one bid sample, size 6R, to DMB-Purchasing Operations for evaluation on or before the bid due date.

**2. Pre-Production Samples:**

**Winter Trousers – (Men's)**

Upon contract being awarded, the manufacturer/vendor must supply ten pre-production samples within 30 days. Sizes will be determined by MSP. **It is mandatory that the material and color be as specified in this document.**

**Winter Trousers – (Women's)**

Upon contract being awarded, the manufacturer/vendor must supply ten pre-production samples within 30 days. Sizes will be determined by MSP. **It is mandatory that the material and color be as specified in this document.**

**3. Production:**

**Winter Trousers - (Men's and Women's)**

Upon arrival to the Department of State Police, a random sampling of trousers will be made to ensure adherence to MSP specifications. Should this random sampling discover manufacturing not to MSP specifications, all trousers in that shipment may be returned to the manufacturer for correction or replacement at manufacturer's expense. Release of payment for each order will not be made until the shipment has been approved by the Field Services Bureau.

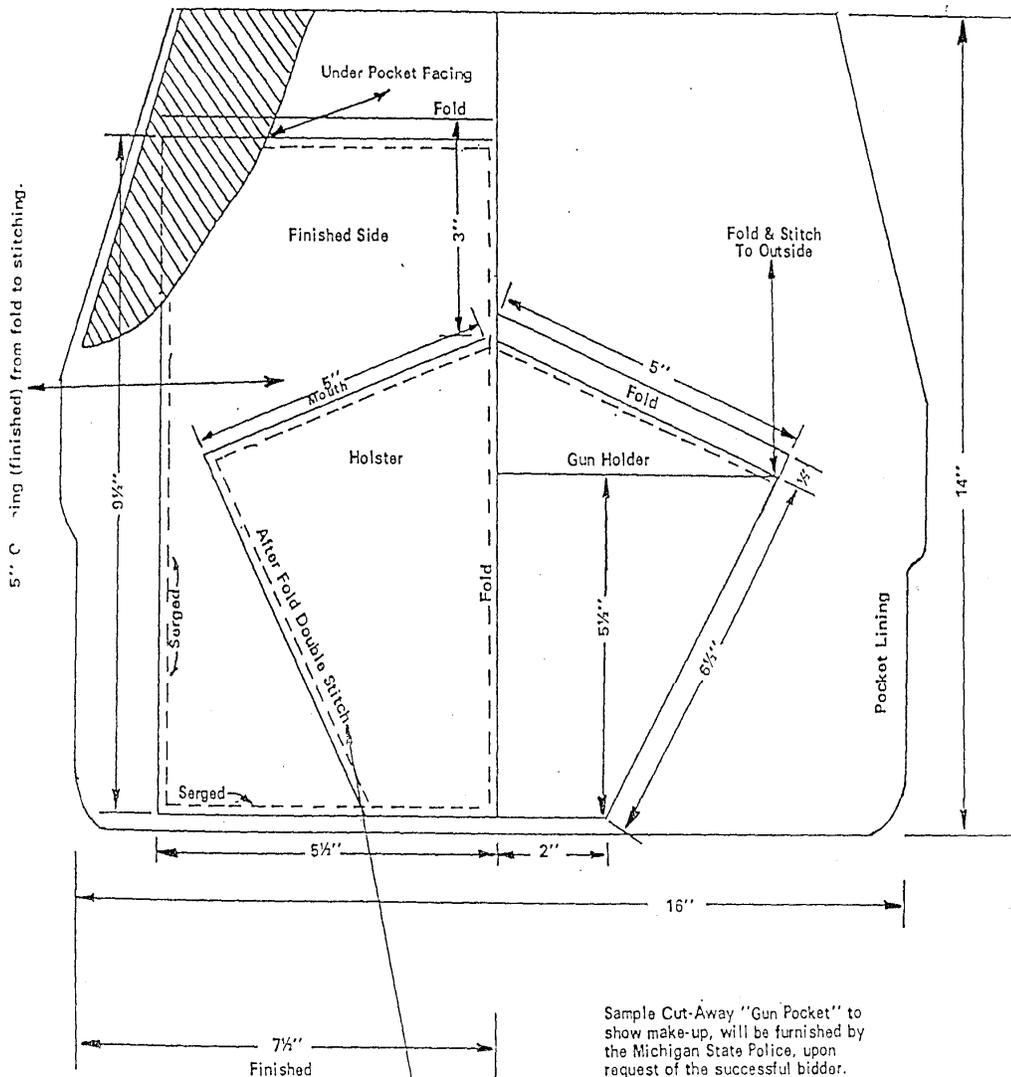


**MICHIGAN STATE POLICE SPECIFICATIONS  
MEN'S AND WOMEN'S WINTER UNIFORM TROUSERS**

The Department of State Police will maintain one set of trousers of various sizes from the first approved shipment. This will be considered the master pattern and be used as part of the approval process. Variance from this master pattern can result in the order being refused. Pattern changes shall not be made without departmental approval.



### GUN POCKET DIAGRAM



Double stitchings along this point to be as close to the edge as possible.

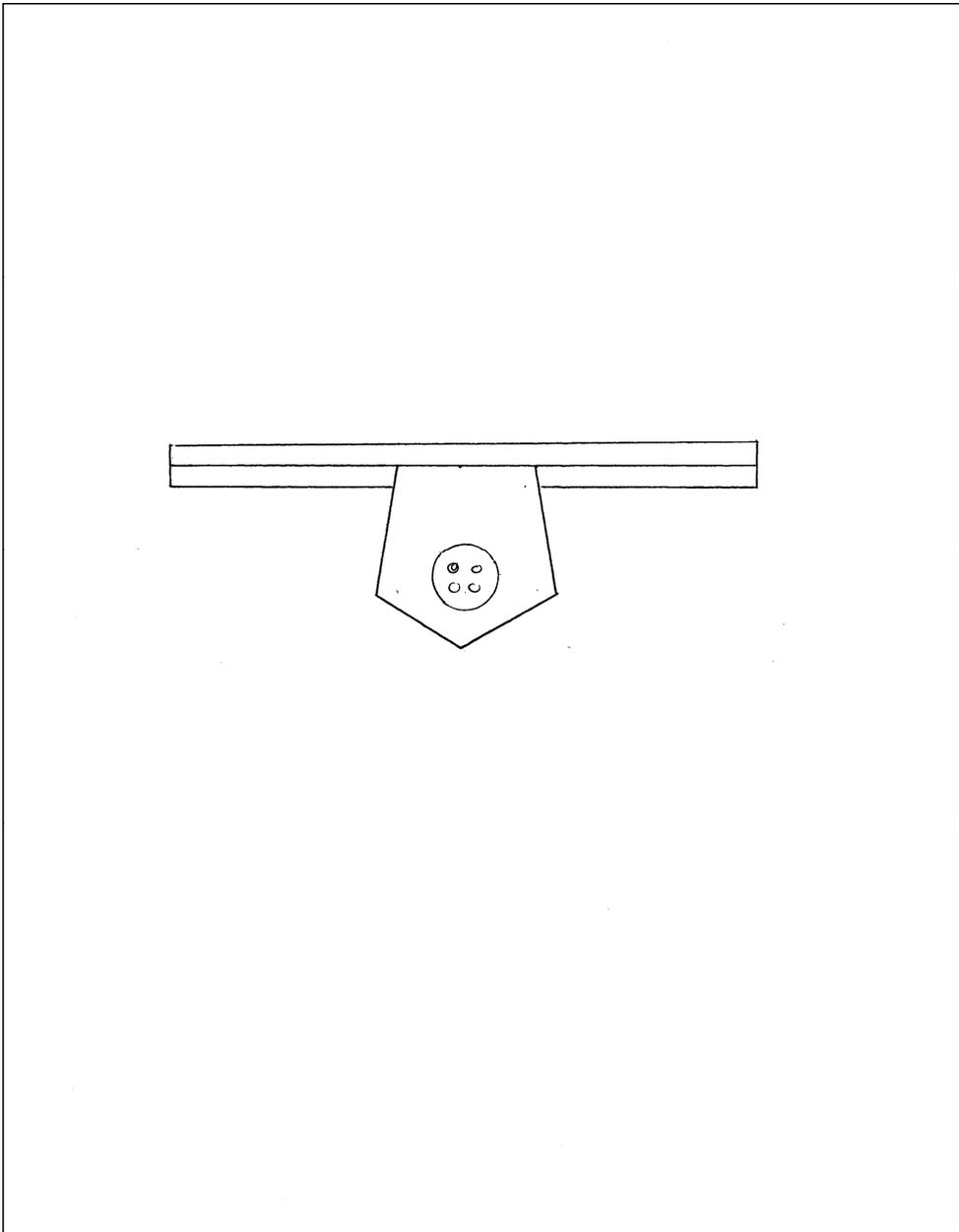
Sample Cut-Away "Gun Pocket" to show make-up, will be furnished by the Michigan State Police, upon request of the successful bidder.



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**MICHIGAN STATE POLICE  
MEN'S WINTER TROUSERS – SIZES AND MEASUREMENTS**

COMM NO.	SIZE	OUTSEAM	INSEAM	RISE	WAIST	FIN. SEAM	KNEE	BOTTOM
4423-8801	26S	46 ½	37	9 ½	26	35	18	17
4423-8802	26R	47	37	10	26	35	18	17
4423-8805	28S	46 ¾	37	9 ¾	28	37	18 ¾	17 ¼
4423-8806	28R	47 ¼	37	10 ¼	28	37	18 ¾	17 ¼
4423-8810	29S	48 7/8	37	9 7/8	29	38	19 1/8	17 3/8
4423-8811	29R	47 3/8	37	10 3/8	29	38	19 1/8	17 3/8
4423-8815	30S	47	37	10	30	39	19 ½	17 ½
4423-8816	30R	47 ½	37	10 ½	30	39	19 ½	17 ½
4423-8820	31S	47-1/8	37	10 1/8	31	40	19 7/8	17 5/8
4423-8821	31R	47 5/8	37	10 5/8	31	40	19 7/8	17 5/8
4423-8825	32S	47 ¼	37	10 ¼	32	41	20 ¼	17 ¾
4423-8826	32R	47 ¾	37	10 ¾	32	41	20 ¼	17 ¾
4423-8830	33S	47 3/8	37	10 3/8	33	42	20 5/8	17 7/8
4423-8831	33R	47 7/8	37	10 7/8	33	42	20 5/8	17 7/8
4423-8835	34S	47 ½	37	10 ½	34	43	21	18
4423-8836	34R	48	37	11	34	43	21	18
4423-8845	36S	47 ¾	37	10 ¾	36	45	21 ¾	18 ¼
4423-8846	36R	48 ½	37	11 ¼	36	45	21 ¾	18 ¼
4423-8855	38S	48	37	11	38	47	22 ½	18 ½
4423-8856	38R	48 ½	37	11 ½	38	47	22 ½	18 ½
4423-8865	40S	48 ¼	37	11 ¼	40	49	23 ¼	18 ¾
4423-8866	40R	48 ¾	37	11 ¾	40	49	23 ¼	18 ¾
4423-8875	42S	48 ½	37	11 ½	42	51	24	19
4423-8876	42R	49	37	12	42	51	24	19
4423-8880	44S	48 ¾	37	11 ¾	44	53	24 ¾	19 ¼
4423-8881	44R	49 ¼	37	12 ¼	44	53	24 ¾	19 ¼
4423-8890	46S	49	37	12	46	55	25 ½	19 ½
4423-8891	46R	49 ½	37	12 1/1	46	55	25 ½	19 ½
4423-8895	48S	49 ¼	37	12 ¼	48	57	26 ¼	19 ¾
4423-8896	48R	49 ¾	37	12 ¾	48	57	26 ¼	19 3/4



**HIP POCKET TAB**



Item Listing/Pricing Page

ITEM NO.	3-YEAR EST. QTY.	UNIT	NIGP CODE	DESCRIPTION	UNIT PRICE	TOTAL PRICE
001	5,500	EA	200-88	UNIFORM SHIRTS, <u>MENS, DARK BLUE, LONG SLEEVE</u> , PER ATTACHED SPECIFICATIONS, TERMS AND CONDITIONS:	\$53.40	\$293,700.00
002	3,500	EA	200-88	UNIFORM SHIRTS, <u>MENS, DARK BLUE, SHORT SLEEVE</u> , PER ATTACHED SPECIFICATIONS, TERMS AND CONDITIONS	\$45.66	\$159,810.00
003	250	EA	200-88	UNIFORM SHIRTS, <u>MENS, LIGHT BLUE, LONG SLEEVE</u> , PER ATTACHED SPECIFICATIONS, TERMS AND CONDITIONS	\$55.85	\$13,962.50
004	250	EA	200-88	UNIFORM SHIRTS, <u>MENS, LIGHT BLUE, SHORT SLEEVE</u> , PER ATTACHED SPECIFICATIONS, TERMS AND CONDITIONS	\$48.99	\$12,247.50
005	1,500	EA	200-88	UNIFORM SHIRTS, <u>WOMENS, DARK BLUE, LONG SLEEVE</u> , PER ATTACHED SPECIFICATIONS, TERMS AND CONDITIONS	\$53.40	\$80,100.00
006	1,000	EA	200-88	UNIFORM SHIRTS, <u>WOMENS, DARK BLUE, SHORT SLEEVE</u> , PER ATTACHED SPECIFICATIONS, TERMS AND CONDITIONS	\$45.66	\$45,660.00
007	150	EA	200-88	UNIFORM SHIRTS, <u>WOMENS, LIGHT BLUE, LONG SLEEVE</u> , PER ATTACHED SPECIFICATIONS, TERMS AND CONDITIONS	\$55.85	\$8,377.50
008	200	EA	200-88	UNIFORM SHIRTS, <u>WOMENS, LIGHT BLUE, SHORT SLEEVE</u> , PER ATTACHED SPECIFICATIONS, TERMS AND CONDITIONS	\$48.99	\$9,798.00
009	2,000	EA	200-88	TROUSERS, SUMMER, UNIFORM <u>MENS</u> , PER ATTACHED SPECIFICATIONS, TERMS AND CONDITIONS	\$67.13	\$134,260.00
010	500	EA	200-88	TROUSERS, SUMMER, UNIFORM <u>WOMENS</u> , PER ATTACHED SPECIFICATIONS, TERMS AND CONDITIONS	\$67.12	\$33,560.00
011	5,750	EA	200-88	TROUSERS, WINTER, UNIFORM <u>MENS</u> , PER ATTACHED SPECIFICATIONS, TERMS AND CONDITIONS	\$94.56	\$543,720.00
012	700	EA	200-88	TROUSERS, WINTER, UNIFORM <u>WOMENS</u> , PER ATTACHED SPECIFICATIONS, TERMS AND CONDITIONS	\$94.56	\$66,192.00
				TOTAL ESTIMATED CONTRACT AMOUNT:		\$1,401,387.50

UNIFORM MANUFACTURER IS FECHHEIMER BROTHERS COMPANY, 4545 MALSBARY RD., CINCINNATI, OH 45242, (800) 543-1939. UNIFORMS ARE UNION MADE IN THE USA.



**THERE SHALL BE NO ADDITIONAL CHARGES (HANDLING FEES) FOR ANY OF THESE ITEMS.**

**DELIVERY TIME: ALL ITEMS: 60 CALENDAR DAYS AFTER RECEIPT OF ORDER.**

**THE TERMS AND CONDITIONS REQUIRE MINIMUM ORDER SIZES AS FOLLOWS:**

- 500 shirts (dark blue), assorted styles/sizes
- 150 shirts (light blue), assorted styles/sizes
- 100 pairs summer trousers, various sizes, combination of men's and women's
- 100 pairs winter trousers, various sizes, combination of men's and women's

**PERSONS RESPONSIBLE FOR ADMINISTERING THIS CONTRACT:**

**NAME: Jeff Dubin**

**NAME: Edward Biederman**

**TITLE: President**

**TITLE: Vice President**

**TEL. #: (313) 961-4823 ext. 305**

**TEL. #: (313) 961-4823 ext. 306**

**FAX #: (313) 961-3732**

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