

Master Purchase Order

DO NOT INVOICE TO THIS ADDRESS		Workday™ Supplier Contract No.	SC-00007083		
City & County of Denver		Date:	11/29/2022	Revision No.1	
Purchasing Division		Payment Terms	NET 30	Resolution (as applicable):	
201 West Colfax Avenue, Dept. 304		Freight Terms	FOB DESTINATION		
Denver, CO 80202		Ship Via	Best Way		
United States		Analyst:	Jesse Sitzman		
Phone: 720-913-8100 Fax: 720-913-8101		Phone:	720-913-8151		

Workday SUP-00009881 Phone: 303-955-6924 Email: cburklund@skaggscompanies.com
 Supplier ID:

Skaggs Companies, Inc.
 12741 E. Caley Ave. Unit 142
 Centennial, CO 80111
 Attn: Chris Burklund
 Colorado Secretary of State ID: 20141063287
 U.S. Federal SAM Registry Verification Date: 7/11/2022

Ship To: Various City Locations
 Bill To: As Specified By Agency

1. Goods/Services:

Skaggs Companies, Inc. a Corporation in the State of Colorado (“Vendor”) shall provide the goods, and any services related thereto, identified and described on attached **Exhibit A**, to the City and County of Denver, a Colorado municipal corporation (the “City”), all in accordance with the terms and conditions of this Master Purchase Order.

2. Ordering:

The City shall purchase one or more of the goods/services by issuing a written purchase order(s) or similar appropriate written document (“Order”), each of which will be deemed incorporated into this Master Purchase Order for purposes of such Order only.

3. Pricing:

The pricing/rates for the goods/services is contained on **Exhibit A** and shall be held firm for the term of this Master Purchase Order.

4. Term/Renewal:

The term of this Master Purchase Order shall be from date of City signature to and including 9/1/2025. The City and the vendor may mutually agree to renew and continue this Master Purchase Order for additional periods at the same pricing structure, terms and conditions. However, no renewal shall surpass 9/1/2027.

5. Non-Exclusive:

This Master Purchase Order is non-exclusive. City does not guarantee any minimum purchase other than as provided herein.

6. Inspection and Acceptance:

Vendor shall perform any services in accordance with the standard of care exercised by highly competent vendors who perform like or similar services. City may inspect all goods/services prior to acceptance. Payment does not constitute acceptance. Vendor shall bear the cost of any inspection/testing that reveal goods/services that are defective or do not meet specifications. City's failure to accept or reject goods/services shall not relieve Vendor from its responsibility for such goods/services that are defective or do not meet specifications nor impose liability on City for such goods/services. If any part of the goods/services are not acceptable to City, City may, in addition to any other rights it may have at law or in equity: (1) make a warranty claim; (2) repair and/or replace the goods or substitute other services at Vendor's expense; or reject and return the goods at Vendor's cost and/or reject the services at Vendor's expense for full credit. Any rejected goods/services are not to be replaced without written authorization from City, and any such replacement shall be on the same terms and conditions contained in this Purchase Order.

7. Shipping, Taxes and Other Credits and Charges:

All pricing is F.O.B. destination unless otherwise specified. Shipments must be marked with Vendor’s name, the Master Purchase Order number, and contain a delivery or packing slip. Vendor shall not impose any charges for boxing, crating, parcel post, insurance, handling, freight, express or other similar charges or fees. Vendor shall notify City in writing of any price decreases immediately, and City shall receive the benefit thereof on all unshipped items. Vendor shall comply with any additional delivery terms specified herein. Vendor shall be responsible for the cleanup and reporting of any contamination (environmental or otherwise) or spillage resulting from the delivery and/or unloading of goods within twenty-four (24) hours of the contamination or spillage or sooner if required by law. Vendor shall procure all permits and licenses; pay all charges, taxes and fees; and give all notices necessary and incidental to the fulfillment of this

Master Purchase Order and all cost thereof have been included in the prices contained herein. City shall not be liable for the payment of taxes, late charges or penalties of any nature, except as required by D.R.M.C. § 20-107, et seq. The price of all goods/services shall reflect all applicable tax exemptions. City's Federal Registration No. is 84-6000580 and its State Registration No. is 98-02890. Vendor shall pay all sales and use taxes levied by City on any tangible personal property built into the goods/services. Vendor shall obtain a Certificate of Exemption from the State of Colorado Department of Revenue prior to the purchase of any materials to be built into the goods/services and provide a copy of the Certificate to City prior to final payment.

8. Risk of Loss:

Vendor shall bear the risk of loss, injury or destruction of goods prior to delivery to City. Loss, injury or destruction shall not release Vendor from any obligation hereunder.

9. Invoice:

Each invoice shall include: (i) the Purchase Order number; (ii) individual itemization of the goods/services; (iii) per unit price, extended and totaled; (iv) quantity ordered, back ordered and shipped; (v) an invoice number and date; (vi) ordering department's name and "ship to" address; and (vii) agreed upon payment terms set forth herein.

10. Payment:

Payment shall be subject to City's Prompt Payment Ordinance D.R.M.C. § 20-107, et-seq., after City accepts the goods/services. Any other provision of this Agreement notwithstanding, in no event shall the City be liable for aggregate payments under this Master Purchase Order in excess of Six Hundred Thousand Dollars (\$600,000.00). The Vendor acknowledges that any goods/services provided beyond those specifically described in **Exhibit A** are performed at Vendor's risk and without authorization from the City. City's payment obligations hereunder, whether direct or contingent, shall extend only to funds appropriated by the Denver City Council for the purpose of this Master Purchase Order, encumbered by the City after receipt of Vendor's invoice and paid into the Treasury of City. Vendor acknowledges that: (i) City does not by this Master Purchase Order, irrevocably pledge present cash reserves for payments in future fiscal years; and (ii) this Master Purchase Order is not intended to create a multiple-fiscal year direct or indirect debt or financial obligation of City. City may setoff against any payments due to Vendor any claims and/or credits it may have against Vendor under this Master Purchase Order.

11. Amendments/Changes:

Only the Executive Director of General Services or his/her delegate is authorized to change or amend this Master Purchase Order by a formal written change order. Any change or amendment that would cause the aggregate payable under this Master Purchase Order to exceed the amount appropriated and encumbered for this Master Purchase Order is expressly prohibited and of no effect. Vendor shall verify that the amount appropriated and encumbered is sufficient to cover any increase in cost due to changes or amendments. Goods/services provided without such verification are provided at Vendor's risk. The Vendor has no authority to bind City on any contractual matters.

12. Warranty:

Vendor warrants and guarantees to City that all goods furnished under this Purchase Order are free from defects in workmanship and materials, are merchantable, and fit for the purposes for which they are to be used. For any goods furnished under this Master Purchase Order which become defective within twelve (12) months (unless otherwise specified) after date of receipt by City, Vendor shall either, at City's election and to City's satisfaction, remedy any and all defects or replace the defective goods at no expense to City within seven (7) days of receipt of the defective goods or accept the defective goods for full credit and payment of any return shipping charges. Vendor shall be fully responsible for any and all warranty work, regardless of third party warranty coverage. Vendor shall furnish additional or replacement parts at the same prices, conditions and specifications delineated herein.

13. Indemnification/Limitation of Liability:

Vendor shall indemnify and hold harmless City (including but not limited to its employees, elected and appointed officials, agents and representatives) against any and all losses (including without limitation, loss of use and costs of cover), liability, damage, claims, demands, actions and/or proceedings and all costs and expenses connected therewith (including without limitation attorneys' fees) that arise out of or relate to any claim of infringement of patent, trademark, copyright, trade secret or other intellectual property right related to this Purchase Order or that are caused by or the result of any act or omission of Vendor, its agents, suppliers, employees, or representatives. Vendor's obligation shall not apply to any liability or damages which result solely from the negligence of City. City shall not be liable for any consequential, incidental, indirect, special, reliance, or punitive damages or for any lost profits or revenues, regardless of the legal theory under which such liability is asserted. In no event shall City's aggregate liability exceed the agreed upon cost for those goods/services that have been accepted by City under this Purchase Order up to the total Master Purchase Order Amount.

Notwithstanding anything contained in this Purchase Order to the contrary, City in no way limits or waives the rights, immunities and protections provided by C.R.S. § 24-10-101, et seq.

14. Termination:

City may terminate this Master Purchase Order, in whole or in part, at any time and for any reason immediately upon written notice to Vendor. In the event of such a termination, City's sole liability shall be limited to payment of the amount due for the goods/services accepted by City. Vendor acknowledges the risks inherent in this termination for convenience and expressly accepts them. Termination by City shall not constitute a waiver of any claims City may have against Vendor.

15. Interference:

Vendor shall notify the Director of Purchasing immediately of any condition that may interfere with the performance of Vendor's obligations under this Master Purchase Order and confirm such notification in writing within twenty-four (24) hours. City's failure to respond to any such notice shall in no way act as a waiver of any rights or remedies City may possess.

16. Venue, Choice of Law and Disputes:

Venue for all legal actions shall lie in the District Court in and for City and County of Denver, State of Colorado, and shall be governed by the laws of the State of Colorado as well as the Charter and Revised Municipal Code, rules, regulations, Executive Orders, and fiscal rules of City. All disputes shall be resolved by administrative hearing, pursuant to the procedure established by D.R.M.C. § 56-106. Director of Purchasing shall render the final determination.

17. Assignment/No Third Party Beneficiary:

Vendor shall not assign or subcontract any of its rights or obligations under this Master Purchase Order without the written consent of City. In the event City permits an assignment or subcontract, Vendor shall continue to be liable under this Master Purchase Order and any permitted assignee or subcontractor shall be bound by the terms and conditions contained herein. This Master Purchase Order is intended solely for the benefit of City and Vendor with no third party beneficiaries

18. Notice:

Notices shall be made by Vendor to the Director of Purchasing and by City to Vendor at the addresses provided herein, in writing sent registered, return receipt requested.

19. Compliance With Laws:

Vendor shall observe and comply with all federal, state, county, city and other laws, codes, ordinances, rules, regulations and executive orders related to its performance under this Master Purchase Order. City may immediately terminate this Master Purchase Order, in whole or in part, if Vendor or an employee is convicted, plead nolo contendere, or admits culpability to a criminal offense of bribery, kickbacks, collusive bidding, bid-rigging, antitrust, fraud, undue influence, theft, racketeering, extortion or any offense of a similar nature.

20. Insurance:

Vendor agrees to secure, at or before the time of execution of this Master Purchase Order, the following insurance covering all operations, goods or services provided pursuant to this Master Purchase Order. Vendor shall keep the required insurance coverage in force at all times during the term of the Master Purchase Order, including any extension thereof, and during any warranty period. The required insurance shall be underwritten by an insurer licensed or authorized to do business in Colorado and rated by A.M. Best Company as "A-VIII" or better. Each policy shall require notification to the City in the event any of the required policies be canceled or non-renewed before the expiration date thereof. Such written notice shall be sent to the parties identified in the Notices section of this Master Purchase Order. Such notice shall reference the Master Purchase Order listed on the signature page of this Master Purchase Order. Said notice shall be sent thirty (30) days prior to such cancellation or non-renewal unless due to non-payment of premiums for which notice shall be sent ten (10) days prior. If such written notice is unavailable from the insurer, Vendor shall provide written notice of cancellation, non-renewal and any reduction in coverage to the parties identified in the Notices section by certified mail, return receipt requested within three (3) business days of such notice by its insurer(s) and referencing the City's Master Purchase Order. Vendor shall be responsible for the payment of any deductible or self-insured retention. The insurance coverages specified in this Master Purchase Order are the minimum requirements, and these requirements do not lessen or limit the liability of the Vendor. The Vendor shall maintain, at its own expense, any additional kinds or amounts of insurance that it may deem necessary to cover its obligations and liabilities under this Master Purchase Order.

Vendor may not commence services or work relating to this Master Purchase Order prior to placement of coverages required under this Master Purchase Order. The City requests that the City's contract number be referenced on the

certificate of insurance. The City's acceptance of a certificate of insurance or other proof of insurance that does not comply with all insurance requirements set forth in this Master Purchase Order shall not act as a waiver of Vendor's breach of this Master Purchase Order or of any of the City's rights or remedies under this Master Purchase Order. The City's Risk Management Office may require additional proof of insurance, including but not limited to policies and endorsements. For Commercial General Liability, Auto Liability and Excess Liability/Umbrella (if required), Vendor and sub-contractor's insurer(s) shall include the City and County of Denver, its elected and appointed officials, employees and volunteers as additional insured. For all coverages required under this Master Purchase Order, Vendor's insurer shall waive subrogation rights against the City. Vendor shall confirm and document that all subcontractors and subconsultants (including independent contractors, suppliers or other entities providing goods or services required by this Master Purchase Order) procure and maintain coverage as approved by the Vendor and appropriate to their respective primary business risks considering the nature and scope of services provided. Vendor shall maintain the coverage as required by statute for each work location and shall maintain Employer's Liability insurance with limits of \$100,000 per occurrence for each bodily injury claim, \$100,000 per occurrence for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease claims. Vendor shall maintain a Commercial General Liability insurance policy with minimum limits of \$1,000,000 for each bodily injury and property damage occurrence, \$2,000,000 products and completed operations aggregate (if applicable), and \$2,000,000 policy aggregate. Vendor shall maintain Automobile Liability with minimum limits of \$1,000,000 combined single limit applicable to all owned, hired and non-owned vehicles used in performing services under this Master Purchase Order.

21. Severability:

If any provision of this Master Purchase Order, except for the provisions requiring appropriation and encumbering of funds and limiting the total amount payable by City, is held to be invalid, illegal or unenforceable by a court of competent jurisdiction, the validity of the remaining portions or provisions shall not be affected if the intent of City and Vendor can be fulfilled.

22. Survival:

All terms and conditions of this Master Purchase Order which by their nature must survive termination/expiration shall so survive. Without limiting the foregoing, Vendor's insurance, warranty and indemnity obligations shall survive for the relevant warranty or statutes of limitation period plus the time necessary to fully resolve any claims, matters or actions begun within that period.

23. No Construction Against Drafting Party:

No provision of this Master Purchase Order shall be construed against the drafter.

24. Status of Vendor/Ownership of Work Product:

Vendor is an independent contractor retained on a contractual basis to perform services for a limited period of time as described in Section 9.1.1E(x) of the Charter of City. Vendor and its employees are not employees or officers of City under Chapter 18 of the D.R.M.C. for any purpose whatsoever. All goods, deliverables, hardware, plans, drawings, reports, submittals and all other documents or things furnished to City by Vendor shall become and are the property of City, without restriction. Ownership rights shall include, but not be limited to the right to copy, publish, display, transfer, prepare derivative works, or otherwise use materials. Software licenses terms may be incorporated herein by an End User License Agreement signed by the Director of Purchasing. Any 'click-wrap' electronic acceptance or other terms and conditions not agreed to in writing by the Director of Purchasing are of no force and effect.

25. Examination of Records and Audits:

Any authorized agent of the City, including the City Auditor or his or her representative, has the right to access, and the right to examine, copy and retain copies, at City's election in paper or electronic form, any pertinent books, documents, papers and records related to Vendor's performance pursuant to this Master Purchase Order, provision of any goods or services to the City, and any other transactions related to this Master Purchase Order. Vendor shall cooperate with City representatives and City representatives shall be granted access to the foregoing documents and information during reasonable business hours and until the latter of three (3) years after the final payment under the Master Purchase Order or expiration of the applicable statute of limitations. When conducting an audit of this Master Purchase Order, the City Auditor shall be subject to government auditing standards issued by the United States Government Accountability Office by the Comptroller General of the United States, including with respect to disclosure of information acquired during the course of an audit. No examination of records and audits pursuant to this paragraph shall require

Vendor to make disclosures in violation of state or federal privacy laws. Vendor shall at all times comply with D.R.M.C. 20-276.

26. Remedies/Waiver:

No remedy specified herein shall limit any other rights and remedies of City at law or in equity. No waiver of any breach shall be construed as a waiver of any other breach.

27. No Discrimination in Employment:

In connection with the performance of work under the Master Purchase Order, the Contractor may not refuse to hire, discharge, promote, demote, or discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, ethnicity, citizenship, immigration status, gender, age, sexual orientation, gender identity, gender expression, marital status, source of income, military status, protective hairstyle, or disability. The Contractor shall insert the foregoing provision in all subcontracts.

28. Use, Possession or Sale of Alcohol or Drugs:

Vendor shall cooperate and comply with the provisions of Executive Order 94. Violation may result in City terminating this Master Purchase Order or barring Vendor from City facilities or from participating in City operations.

29. Conflict of Interest:

No employee of City shall have any personal or beneficial interest in the goods/services described in this Master Purchase Order; and Vendor shall not hire or contract for services any employee or officer of City which would be in violation of City's Code of Ethics, D.R.M.C. §2-51, et seq. or the Charter §§ 1.2.8, 1.2.9, and 1.2.12.

30. Advertising and Public Disclosure:

The Vendor shall not include any reference to the Master Purchase Order or to services performed or goods purchased pursuant to the Master Purchase Order in any of the Vendor's advertising or public relations materials without first obtaining the written approval of the Director of Purchasing.

31. No Employment of a Worker without Authorization to Perform work under the Master Purchase Order

- a. This Master Purchase Order is subject to Division 5 of Article IV of Chapter 20 of the Denver Revised Municipal Code, and any amendments (the "Certification Ordinance").
- b. The Contractor certifies that:
 - i. At the time of its execution of this Master Purchase Order, it does not knowingly employ or contract with a worker without authorization who will perform work under this Master Purchase Order, nor will it knowingly employ or contract with a worker without authorization to perform work under this Master Purchase Order in the future..
 - ii. It will participate in the E-Verify Program, as defined in § 8-17.5-101(3.7), C.R.S., and confirm the employment eligibility of all employees who are newly hired for employment to perform work under this Master Purchase Order.
 - iii. It will not enter into a contract with a subconsultant or subcontractor that fails to certify to the Contractor that it shall not knowingly employ or contract with a worker without authorization to perform work under this Master Purchase Order.
 - iv. It is prohibited from using the E-Verify Program procedures to undertake pre-employment screening of job applicants while performing its obligations under this Master Purchase Order, and it is required to comply with any and all federal requirements related to use of the E-Verify Program including, by way of example, all program requirements related to employee notification and preservation of employee rights.
 - v. If it obtains actual knowledge that a subconsultant or subcontractor performing work under this Master Purchase Order knowingly employs or contracts with a worker without authorization, it will notify such

subconsultant or subcontractor and the City within three (3) days. The Contractor shall also terminate such subconsultant or subcontractor if within three (3) days after such notice the subconsultant or subcontractor does not stop employing or contracting with the worker without authorization, unless during the three-day period the subconsultant or subcontractor provides information to establish that the subconsultant or subcontractor has not knowingly employed or contracted with a worker without authorization.

- vi. It will comply with a reasonable request made in the course of an investigation by the Colorado Department of Labor and Employment under authority of § 8-17.5-102(5), C.R.S., or the City Auditor, under authority of D.R.M.C. 20-90.3.
- c. The Contractor is liable for any violations as provided in the Certification Ordinance. If the Contractor violates any provision of this section or the Certification Ordinance, the City may terminate this Master Purchase Order for a breach of the Master Purchase Order. If this Master Purchase Order is so terminated, the Contractor shall be liable for actual and consequential damages to the City. Any termination of a contract due to a violation of this section or the Certification Ordinance may also, at the discretion of the City, constitute grounds for disqualifying the Contractor from submitting bids or proposals for future contracts with the City.

32. Intellectual Property:

Any research, reports, studies, data, photographs, negatives or other documents, drawings or materials (collectively "materials") delivered by Vendor in performance of its obligations under this Master Purchase Order shall be the exclusive property of City. Ownership rights shall include, but not be limited to the right to copy, publish, display, transfer, prepare derivative works, or otherwise use materials. Software license terms may be incorporated herein by an End User License Agreement signed by the Director of Purchasing. Any 'click-wrap' agreement, terms of use, electronic acceptance or other terms and conditions not agreed to in writing by the Director of Purchasing are of no force and effect.

33. Federal Provisions:

Where the source of the funds, directly or indirectly for this Purchase Order is the Federal Government, the Vendor agrees to the applicable provisions set out below. The Vendor shall be responsible for determining which terms are applicable to its products and/or services.

EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE Vendor agrees to comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Part 60).

DAVIS-BACON ACT COMPLIANCE Vendor agrees to comply with the Davis-Bacon Act (40 U.S.C. 3148 to 3148) as supplemented by Department of Labor regulations (29 CFR part 5). **ANTI-KICKBACK ACT COMPLIANCE** Vendor agrees to comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3). **CONTRACT WORK HOURS AND SAFETY STANDARDS** Vendor agrees to comply with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5) **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT** Vendor agrees to comply with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency. **CLEAN AIR AND WATER REQUIREMENTS** Vendor agrees to comply with all applicable standards, orders, or requirements issued under the Clean Air Act (42 U.S.C. 7401 et. seq.), and the Clean Water Act (33 U.S.C. 1251 et. seq.). Vendor agrees to report each violation of these requirements to the City and understands and agrees that the City will, in turn, report each violation as required to the appropriate EPA

regional office. **ENERGY CONSERVATION REQUIREMENTS** The Vendor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act. (42 U.S.C. 6201) **NO SUSPENSION OR DEBARMENT** Vendor certifies that neither it nor its Principals or any of its subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any Federal department or agency. **BYRD ANTI-LOBBYING.** If the Maximum Contract Amount exceeds \$100,000, the Vendor must complete and submit to the City a required certification form provided by the City certifying that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress in connection with obtaining any Federal contract grant of any other award covered by 31 U.S.C. 1352. Vendor must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

This Master Purchase Order is acknowledged and agreed to by:

City & County of Denver, Purchasing Division

Vendor Name: Skaggs Companies, Inc.
(Company Name)

By: *Chris Burklund*
(Authorized Signature)

Print Name: Chris Burklund

Title: Sales Representative

Date: 12/29/22

By: *Jesse Sitzman*

Print Name: Jesse Sitzman

Title: Associate Procurement Analyst

Date: 12/29/2022

Procurement Manager:

EXTENSION / RENEWALS:

Upon renewal, City procurements shall be made via Purchase Order (PO) under the pricing, terms and conditions of this MPO. Invoicing must contain the individual PO number that corresponds with the order. General inquiries, not specific to an individual order, shall reference the above MPO.

Extension No. 1____

The contract made and entered into by your company and the City and County of Denver pursuant to the above referenced Master Purchase Order (MPO) expires on _____.

Should you desire to extend this contract to and including _____, and revise the aggregate amount to \$_____, please return this page with your signature.

City & County of Denver, Purchasing Division

Vendor Name: Skaggs Companies, Inc.
(Company Name)

By: _____
(Authorized Signature)

Print Name: _____

Title: _____

Date: _____

Note:

Extension No. 2____

The contract made and entered into by your company and the City and County of Denver pursuant to the above referenced Master Purchase Order (MPO) expires on _____.

Should you desire to extend this contract to and including _____, and revise the aggregate amount to \$_____, please return this page with your signature.

City & County of Denver, Purchasing Division

Vendor Name: Skaggs Companies, Inc.
(Company Name)

By: _____
(Authorized Signature)

Print Name: _____

Title: _____

Date: _____

Note:

By: _____

Print Name: _____

Title: _____

Date: _____

Supplier: Skaggs Companies, Inc.
Solicitation/ Award Title: Denver Fire Department Uniforms
Solicitation No. /Internal File Reference Location: 0006A

It is recommended that you use your Supplier Contract No. SC-00007083, in all future correspondence and/or other communications.

Description of the goods, and services related thereto, being purchased and pricing:

The City is seeking to purchase Uniforms for the Denver Fire Department utilizing a drop-ship program to provide all items comprising this solicitation for the Denver Fire Department (DFD).

A.1 INVENTORY:

The vendor shall be required to carry a minimum of 4 months inventory of standard sizes of all awarded items. The vendor shall meet with the DFD to determine what vendor inventory levels are needed in relation to the DFD's inventory. The vendor will be required, on an ongoing basis, to communicate with the DFD and adjust these inventory levels based on the DFD's usage.

A.2 STOCK ITEMS:

All items in the pricing table are deemed by the City as being "Stock Items."

The City defines "Stock Items" as those garments which the manufacturer keeps common sizes, defined as XS-2XL, on the shelf for immediate shipment and delivery as well as available for mass consumption as demonstrated via existing vendor website and/or catalog. The City requires all items proposed be Stock Items for the manufacturer line(s) proposed to ensure timely delivery to the DFD.

Furthermore, the vendor shall have common sizes on-hand. This will ensure delivery of all items the DFD Quartermaster and/or Finance may order as needed. Failure by the vendor to have stock of common sizes may result in the Liquidated Damages clause herein being assessed.

If the vendor runs low on the imprinted/embroidered garments that comprise the Stock Items, restocking and delivery shall take no more than 14 calendar days.

A.3 F.O.B. POINT:

All prices quoted must be quoted at a firm price F.O.B. Denver, Colorado, delivered to 5440 Roslyn, Building B, Denver, CO 80216.

A.4 ORDERING:

The DFD may order in a quantity of one (1) in the unit of measure indicated, and if no unit of measure is indicated, may be ordering a quantity of 'each' and shall NOT be bound to a case or minimum order quantity through the life of the contract.

A.5 DELIVERY CONSIDERATIONS:

Deliveries are to be made as soon as possible after orders are placed and are anticipated within a 7 to 14 calendar day period. All orders shall be delivered within 30 calendar days, and all orders delivered after the 31st day will be subject to liquidated damages. The vendor will be required to carry adequate inventories to cover normal usage by the DFD.

All deliveries shall be made between the hours of 8 AM and 2 PM, Monday through Friday, excluding holidays.

The City requires order confirmation within 24 hours after receipt of the order. Vendor shall be required to acknowledge each order placed via email confirming each item, model number, quantity, size, embellishments (as applicable), and estimated shipping date. Upon shipment, an email is to be sent to the DFD Quartermaster designee with tracking information, and all orders must be delivered with a detailed packing slip.

It is the vendor's responsibility to notify the DFD Quartermaster of any deviation to the City's delivery requirements. If the above delivery requirement cannot be met, DFD Quartermaster, Finance Personnel, and/or Purchasing shall be immediately notified so other options may be discussed.

A.6 WARRANTY GUARANTEE:

Vendor shall be fully responsible for any and all warranty work, regardless of whether or not they manufacturer the garments and/or items and provide the actual warranty coverage. Vendor shall respond to requests for warranty assistance within twenty-four (24) hours.

Workmanship and products shall be in accordance with standard practices of the trade. Special attention is directed to the fact that seams tearing at the seam line and/or gathering of fabric or puckering of garments after wear or use is not acceptable. Garments must be fully warranted against defects for a minimum of 6 months. Other specific product warranties as outlined in item specifications must be adhered to.

A.7 CUSTOMER SERVICE:

It is a material requirement of the vendor to provide seamless vendor support to the DFD, specifically the Quartermaster. To achieve the seamless service and support, the vendor shall provide a dedicated account management team that consists of at minimum two specific customer service representatives. One representative (Account Manager) shall function in the capacity of a manager or executive to oversee the account and handle any and all disputes and problems, and the other representative (Customer Service Representative) shall function as the person to receive/process all orders, inquiries, track the overall account, backorders, payments, etc.

These persons shall be available to meet, locally OR via conference call, prior to contract commencement and on a quarterly basis (or as requested). All costs associated with providing the necessary customer service and support shall be the responsibility of the successful vendor(s).

These persons must respond to all inquiries within eight (8) working hours.

The name, email address and telephone number of each shall be provided below:

- Account Manager: Chris Burklund
- Email Address: cburklund@skaggscompanies.com Phone: 720-217-1942

- Customer Service Representative: Pat Neve
- Email Address: pneve@skaggscompanies.com Phone: 303-955-6924

A.8 REPORTING:

The vendor shall be required to provide the following reports to the DFD's Quartermaster Captain:

- Proof of each Order Placed with Manufacturer
- Shipment Confirmation and Tracking Information
- Proof of each Backorder from Manufacturer if applicable
- Proof of each Delivery for all items Prior to Payment by City

Management reports will be required. The vendor must provide statistical information which details items, quantities, and total dollars expended on a quarterly basis as well as an annual report which details cumulative totals. The management report shall contain, but not be limited to, the following fields:

- Style Number
- Description
- Quantity of each item shipped for a given period
- Size of each item shipped for a given period
- Date ordered
- Date Shipped

Additionally, the vendor is required to furnish a performance report to the buyer on an annual basis, no later than the anniversary date of this Master Purchase Order, providing at a minimum the following information:

FOR GOODS

- Total dollar value of purchases
- Total number of transactions
- Percentage of items shipped from local stock
- Percentage of items backordered
- Average delivery time for stock material
- Average delivery time for backorders
- Average response time after receipt of call from the City
- Quantities of garments that the vendor provided that were not of the defined stock sizes

A.9 FABRIC:

All fabric shall meet standard shrinkage allowance of approximately 2%, be colorfast, and be free from defect. The fabric used is to include a fashion clean finish, soil release that combines with color bright retention, have moisture absorbency, and provide maximum comfort. The vendor may be required to provide a written agreement between the clothing manufacturer and the fabric's mill committing to timely deliveries and consistent availability of fabric.

A.10 LABELING:

All garments must have a care label permanently affixed giving the care instructions and must show the lot number, size, fiber content, and WPL number of the garment. The labels for permanent press or fine washables shall reflect specific washing and care instructions.

A.11 IMPRINT/EMBROIDERY COSTS:

Items that require an imprint, embroidery, and/or a patch tacked on are to include all associated costs in the proposed unit price(s) which include but are not limited to the following:

- Set-up charges
- Art work creation charges (if needed)
- Screen prints, tape, and discs which are to become the property of the City and returned to the DFD upon completion of this contract
- Run-charges
- Ink charges
- Any miscellaneous charges that may result from this requirement

Failure to incorporate these costs and return the above listed items may result in termination of the contract and/or the vendor not receiving future contracts from the City.

A.12 ESTIMATED QUANTITIES:

Quantities listed are the City and County of Denver's best estimate and do not obligate the Analyst to order or accept more than City and County of Denver's actual requirements during the period of this contract, as determined by actual needs and availability of appropriated funds.

A.13 EMERGENCY PURCHASES:

The City reserves the right to purchase from other sources those items which are required on an emergency basis and cannot be supplied immediately from stock by the vendor.

A.14 COOPERATIVE PURCHASING:

The City encourages and participates in cooperative purchasing endeavors undertaken by or on behalf of other governmental jurisdictions, pursuant to Denver Revised Municipal Code Sec. 20-64.5. To the extent other governmental jurisdictions are legally able to participate in cooperative purchasing endeavors, the City supports such cooperative activities. Further, it is a specific requirement of this solicitation that pricing offered herein to the City may be offered by the vendor to any other governmental jurisdiction purchasing the same products.

The vendor(s) must deal directly with any governmental agency concerning the placement of purchase orders, freight charges for destinations outside of the Denver Metro area, contractual disputes, invoicing, and payment. The City shall not be liable for any costs, damages incurred by any other entity.

A.15 PALLET CHARGE:

All pallets supplied shall be non-returnable, no deposit.

A.16 SWEAT FREE PROCUREMENT:

Vendor and Vendor's subcontractors and suppliers shall in the performance of said contract or purchase order, refrain from practices that constitute the use of Sweatshop Labor.

"Sweatshop Labor" means serious and repeated violations of laws of the jurisdiction within which the work is performed pertaining to: wages; employee benefits; health and safety; labor; environmental conditions; discrimination, harassment or retaliation; and freedom of association. In addition, it includes work performed by any person that constitutes foreign convict or forced labor, or abusive forms of child labor or slave labor.

"Abusive Forms of Child Labor" means work performed by a person under the age of 18 when the person does not voluntarily seek the work or the person is threatened with physical, mental or emotional harm for nonperformance. It includes work performed by a person in violation of any applicable law of the country of manufacture or assembly governing the minimum age of employment, compulsory education, or occupational health and safety.

"Foreign convict or forced labor" shall have the meaning set forth in Section 1307 of Title 19 of the United States Code.

"Slave labor" means any form of slavery or practices similar to slavery, such as the sale and trafficking of persons, debt bondage, serfdom, forced or compulsory labor.

Vendor understands and agrees that any products, goods, supplies or other services provided by Vendor, pursuant to such contract or purchase order, are produced in violation of the obligations imposed by this section, Vendor shall immediately provide an alternative, compliant source of supply.

Vendor further understands and agrees that failure to comply with the foregoing provisions shall constitute a material breach of the contract and provide grounds for immediate cancellation of the purchase order or termination of the contract, in whole or in part, and may result in a finding that Vendor is deemed "not responsible" when being considered for future awards. PPA may also deem Vendor's failure to comply as a material breach and cancel the purchase orders they have issued to Vendor.

PRICING/ITEM TABLE

All prices quoted shall be firm and fixed for the initial year of the contract start date. Price increases may be considered after this initial term with proper justification letter and acceptance by the Procurement Analyst.

Item Description	Specification MFG and Model Number	Vendor Model Number	Estimated Quantities	Unit Price	Stock Item
Navy, Short Sleeve, Shirt Regular Size (XS-2XL)	Blauer 8741	8741	100	\$49.50	Yes
Navy, Short Sleeve, Shirt Larger Size (3XL+)	Blauer 8741	8741	25	\$59.00	Yes
Women's Navy, Lightweight, Short Sleeve, Shirt Regular Size (XS-2XL)	Blauer FlexRS 8676	8676	100	\$61.00	Yes
Women's Navy, Lightweight, Short Sleeve, Shirt Larger Size (3XL+)	Blauer FlexRS 8676	8676	25	\$72.75.00	Yes
White, Short Sleeve, Shirt Regular Size (XS-2XL)	Flying Cross 95R6600 & 152R6600	Flying Cross 95R6600 & 152R6600	20	\$45.00	Yes
White, Short Sleeve, Shirt Larger Size (3XL+)	Flying Cross 95R6600 & 152R6600	Flying Cross 95R6600 & 152R6600	10	\$45.00	Yes
Navy, Long Sleeve, Shirt Regular Size (XS-2XL)	Flying Cross 35R5886	Flying Cross 35R5886	90	\$44.50	Yes
Navy, Long Sleeve, Shirt Larger Size (3XL+)	Flying Cross 35R5886	Flying Cross 35R5886	10	\$44.50	Yes
White, Long Sleeve, Shirt Regular Size (XS-2XL)	Flying Cross 45W6600 & Flying Cross 102W6600	Flying Cross 45W6600 & Flying Cross 102W6600	15	\$57.50	Yes

White, Long Sleeve, Shirt Larger Size (3XL+)	Flying Cross 45W6600 & Flying Cross 102W6600	Flying Cross 45W6600 & Flying Cross 102W6600	5	\$57.50	Yes
Women's Navy, 6-Pocket, Pant - UNHEMMED Regular Size (28-38)	Blauer 8666W	8666W	225	\$70.50	Yes
Women's Navy, 6-Pocket, Pant - UNHEMMED Larger Size (40+)	Blauer 8666W	8666W	50	\$84.50	Yes
Navy, 6-Pocket, Cargo Pant - UNHEMMED Regular Size (28-38)	Blauer 8836	8836	225	\$52.50	Yes
Navy, 6-Pocket, Cargo Pant - UNHEMMED Larger Size (40+)	Blauer 8836	8836	50	\$63.00	Yes
Navy, Short Sleeve, Shirt Regular Size (XS-2XL) Maternity	Blauer 8741	Blauer 8741M	NA	\$55.00	No
Navy, Short Sleeve, Shirt Larger Size (3XL+) Maternity	Blauer 8741	Blauer 8741M	NA	\$68.00	No
Women's Navy, Lightweight, Short Sleeve, Shirt Regular Size (XS-2XL) Maternity	Blauer FlexRS 8676	Blauer 8676M	NA	\$65.00	No
Women's Navy, Lightweight, Short Sleeve, Shirt Larger Size (3XL+) Maternity	Blauer FlexRS 8676	Blauer 8676M	NA	\$84.00	No

White, Short Sleeve, Shirt Regular Size (XS-2XL) Maternity	Flying Cross 95R6600 & 152R6600	Flying Cross FEC 95R6600M	NA	\$64.50	No
White, Short Sleeve, Shirt Larger Size (3XL+) Maternity	Flying Cross 95R6600 & 152R6600	Flying Cross FEC 95R6600M	NA	\$64.50	No
Navy, Long Sleeve, Shirt Regular Size (XS-2XL) Maternity	Flying Cross 35R5886	Flying Cross FEC 35R5886M	NA	\$63.50	No
Navy, Long Sleeve, Shirt Larger Size (3XL+) Maternity	Flying Cross 35R5886	Flying Cross FEC 35R5886M	NA	\$63.50	No
White, Long Sleeve, Shirt Regular Size (XS-2XL)	Flying Cross 45W6600 & 102W6600	Flying Cross FEC 45W6600M	NA	\$82.50	No
White, Long Sleeve, Shirt Larger Size (3XL+) Maternity	Flying Cross 45W6600 & 102W6600	Flying Cross FEC 45W6600M	NA	\$82.50	No
Women's Navy, 6-Pocket, Pant - UNHEMMED Regular Size (28-38) Maternity	Blauer 8666W	Blauer 8666WM	NA	\$75.00	No
Women's Navy, 6-Pocket, Pant - UNHEMMED Larger Size (40+) Maternity	Blauer 8666W	Blauer 8666WM	NA	\$97.50	No
Navy, 6-Pocket, Cargo Pant - UNHEMMED Regular Size (28-38) Maternity	Blauer 8836	Blauer 8836WM	NA	\$55.25	No
Navy, 6-Pocket, Cargo Pant - UNHEMMED Larger Size (40+) Maternity	Blauer 8836	Blauer 8836WM	NA	\$78.50	No

Navy, Reflective Jacket Regular Size (XS-2XL)	Carhartt 101694	Red Kap JT50EN	10	\$46.00	Yes
Navy, Reflective Jacket Larger Size (3XL+)	Carhartt 101694	Red Kap JT50EN	5	\$55.00	Yes
Belt - Black Leather, Basket Weave, Silver or Gold Buckle	Boston 6582	Boston 6582	250	\$20.50	Yes

Manufacturing Line Discounts			
Item #	Description	Manufacturer Name	Discount %
64	Manufacturing Line 1	Leatherman	10