



Request for Quotes

Uniform and Equipment Supplier

City of Moorhead – Moorhead Police Department

Moorhead, MN

Due by November 28, 2025, at 2:00 PM Central Time

**Moorhead Police Department
ATTN: Uniform and Equipment Supplier
PO Box 817
Moorhead, MN 56561-0779**

**Drop Off Location:
Moorhead Police Department
911 11th ST N
Moorhead, MN 56560**

Email: chris.helmick@moorheadmn.gov



1. SUMMARY INFORMATION

The City of Moorhead (the “City”) is a community of more than 45,000 residents, and the Moorhead Police Department provides 24-hour police services to the community. The City supports a department consisting of 64 sworn officers and 18 civilians, plus 15 police volunteers. The City is requesting quotes from qualified Suppliers to provide law enforcement uniforms, duty equipment, and accessories. The uniforms and equipment will be ordered on an as needed basis. It is the intent of the City to outfit each Officer with a wardrobe of the brands specified in the appendix to maintain uniformity, standardization, and quality appearance.

2. SCOPE OF WORK

The City is issuing this Request for Quotes (“RFQ”) to identify general suppliers of law enforcement uniforms, equipment, and supplies. The selected Supplier must be able to provide sales of uniforms and equipment. It is also preferred that the selected Supplier provide embroidery services.

3. SERVICE REQUIREMENTS

The City is seeking a Supplier with the ability to provide quality products, prompt shipping, and exceptional customer service. Suppliers should be able to meet the following service requirements:

- Turnaround time on in-stock popular sizes shall be no more than 10 days from the date of order. Turnaround time on all other uniform items shall be 25 business days or less.
- Have the ability to design artwork files; design and supply the city with electronic, readable, transferable copies of all graphic files including dimensions for the original, functional artwork upon request and without hesitation or modification.
- Shall have facilities capable of performing embroidery services as required. The thread colors of the embroidered logos or designs must match the files provided by the City.
- Shall manage a database or record-keeping system to maintain all sizing profiles for all officers. The database/record-keeping system shall include the required alterations to assist in expediting the delivery of future replacement garments.
- Shall provide an online store where employees can view available items, with purchase restricted to specific department representatives.



- Shall make every attempt to locate products to resolve backorder issues. The Supplier shall give an updated estimated delivery date on any backordered item and provide a monthly report of all back-ordered product/items.
- Any item found to be defective, improperly sized, or not in accordance with specifications, although accepted through oversight or otherwise, shall be replaced or altered and shipped at the expense of the Supplier. **Custom orders furnished in accordance with specifications shall not be subject to this return provision. **
- To maintain consistent standards of quality work across the City, the Supplier must provide a point of contact (POC) throughout the duration of the contract.
- All items will be new and first quality as to construction, workmanship, and appearance.

4. CONTRACT

- The initial term of this contract shall be for two (2) years, with the first year commencing on January 1st, 2026, and expiring December 31st, 2027. The City and Supplier would have the option for up to three (3) additional one (1) year renewal options. Contract prices shall remain firm during each contract year. A price adjustment may be considered on the anniversary date each contract year.

5. SUBMITTAL REQUIREMENTS

The timeline for this project is:

- **RFQ Posted November 7, 2025**
- **Questions due no later than November 14, 2025**
- **RFQ Closes November 28, 2025 at 2:00pm CST.**
- **Approval of RFQ Selection December 12, 2025**
- **Service Term: January 1, 2026 to December 31, 2027**



Submittals shall include the following:

✓ **Section 1: Company information**

- Business name and address
- Contact name, address, phone and email

✓ **Section 2: Submittal Information**

- Please provide quotes for all items, or equivalent items, listed on Attachment #1.
 - Quotes for equivalent items to the ones indicated in the appendix may be submitted, but suppliers must provide documentation clearly indicating the brand, model, color and technical specifications supporting the proposed equivalent product's ability to meet our stated minimum requirements. Bidders shall be willing to provide samples for each item.
 - All items shall be new and first quality as to construction, workmanship, and appearance.
- Describe your lead time and delivery times.
- Describe your record-keeping for maintaining all Police staff sizing profiles, alterations, and measurements taken.
- Define return policy.
- Provide information on bulk ordering.
- Provide a proposed draft contract for your services
- Provide information on online store front.
- Describe your shipping methods.

6. EVALUATION CRITERIA

Quotes will be reviewed by a Selection Committee. Upon review of the quotes, City staff may consult with an applicant regarding submissions received by the City. The City may request additional information or request that the applicant provide additional documentation. The City, at its sole discretion, may reject any or all submissions and change timelines.

The City's selection is based on several criteria that will meet the needs of the project. Consideration will be included, but not be limited to, the following factors:

- a. Cost (50 Points)**
- b. Performance (25 Points)**
- c. Availability of Products (25 Points)**



7. QUESTIONS

Questions regarding this RFQ shall be submitted in writing, by email, to Chris.Helmick@moorheadmn.gov. Questions must not contain confidential or proprietary information. Questions may be submitted through November 27, 2025. The City does not guarantee that questions received after the deadline will be answered.

8. CONFIDENTIALITY

All information included in this RFQ is subject to disclosure according to the Minnesota Government Data Practices Act.

9. INCURRED EXPENSES

There is no express or implied obligation for the City to reimburse applicants for any costs or expenses incurred in preparing quotes in response to this RFQ. The City will not reimburse applicants for such costs or expenses, nor will the City pay any subsequent costs associated with the provision of any additional information or documentation requested by the City, or for the applicants' costs to develop or procure a contract for services. The City is not responsible for any cost(s) incurred by an applicant in preparing and/or submitting qualifications.

10. DISCLAIMERS

THIS IS A REQUEST FOR QUOTES ONLY. The information in this RFQ is subject to change and is not binding on the City. The City has not made a commitment to procure any of the items discussed, and release of this RFQ is not to be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become the City's property and will not be returned. The City maintains the right to reject any and all submissions.