



June 19, 2026

Bidder:

Traverse City Light & Power (TCLP) will receive sealed bids in the office of TCLP, 1131 Hastings Street, Traverse City, Michigan, 49686, until **Tuesday, June 30, 2026, at 2:00 PM Eastern** for the following project:

**2026 TCLP FR Clothing**  
(specifications attached)

It is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Updates can be found using the following link: <http://www.tclp.org/Display/Items/RFPs>. Bidder may also sign up to receive notifications when bids and RFP's are posted by sending an e-mail requesting same to [stvardek@tclp.org](mailto:stvardek@tclp.org).

TCLP reserves the right to accept or reject any or all bids, waive irregularities, and to accept the bids either on an entire or individual basis that is in the best interest of TCLP.

TCLP accepts no responsibility for any expenses incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder.

Only the successful Bidder will be notified. If you desire, you may call for results.

You must indicate on the **outside** of the sealed envelope that the bid is for the "2026 TCLP FR Clothing."

You must submit **TWO (2) SEALED COPIES** of the bid to TCLP prior to the above-indicated time and date or the bid will not be accepted. Alternatively, **E-Mailed bids will be accepted.** Please indicate in the subject line of the e-mail that you are submitting a "Sealed Bid" together with the project description "**2026 TCLP FR Clothing**", and submit your e-mailed bid to [purchasing@tclp.org](mailto:purchasing@tclp.org)

Please note that if you have previously submitted an informal quote, you will still need to submit a sealed bid prior to the date and time specified above in order to be considered. Please ensure that all requirements listed in the specifications are met.

**Please direct ALL questions to:** Traverse City Light & Power, at [purchasing@tclp.org](mailto:purchasing@tclp.org).

PLEASE SUBMIT BID TO: Jeff Schwarz, Procurement Administrator  
Traverse City Light & Power  
1131 Hastings Street  
Traverse City, MI 49686



## A. SPECIFICATIONS

### 1. Scope of Work

TCLP is requesting bids to provide all FR clothing to its employees from July 2026 through June 2027. Orders and invoicing will be noted and separated by Employee name and their associated, individualized Purchase Order number.

#### Minimum Arc Rating Requirements

TCLP has established Category 2 (CAT 2) arc-rated clothing as the standard minimum requirement for daily wear for employees exposed to electrical hazards.

Vendors shall:

- Provide garments with a minimum arc rating of 8 cal/cm<sup>2</sup> (CAT 2) for standard daily wear
- Offer garments across the full range of arc ratings, including:
  - CAT 1 (≥4 cal/cm<sup>2</sup>)
  - CAT 2 (≥8 cal/cm<sup>2</sup>)
  - CAT 3 (≥25 cal/cm<sup>2</sup>)
  - CAT 4 (≥40 cal/cm<sup>2</sup>)
- Clearly identify arc ratings (cal/cm<sup>2</sup>) on all garments and within product catalogs
- Ensure all garments are properly labeled in accordance with ASTM and NFPA requirements

Arc ratings represent the level of incident energy a garment can withstand before the onset of a second-degree burn and are a required labeling element for arc-rated clothing. Responsibility for selecting the appropriate arc rating based on job task and hazard exposure shall remain with TCLP supervisors and employees, consistent with TCLP's internal safety program.

#### Pricing Structure

To standardize proposal evaluation, all pricing shall be based on a percentage of Manufacturer's Suggested Retail Price (MSRP).

Vendors shall provide:

- A fixed percentage discount off MSRP (by manufacturer or product category, if applicable)
- Supporting MSRP documentation (catalogs, published price sheets, or website references)
- Sample pricing sheet showing:
  - MSRP
  - Discount %
  - Net price to TCLP
- Identification of any exclusions from the discount structure

Pricing Categories:

- Shirts (daily wear)
- Pants / jeans
- Outerwear (lightweight and insulated)
- Rainwear (arc-rated)
- High-visibility FR garments
- Specialty (CAT 3 / CAT 4 gear)



Vendors must clearly identify:

- Shipping costs and thresholds (if any)
- Embroidery/logo fees
- Program or administrative fees
- Price hold period (minimum 12 months preferred)
- Manufacturer-driven escalation terms

Preference may be given to vendors offering:

- Transparent pricing across multiple brands
- Volume-based discounts
- Fixed pricing on core catalog items

#### Return and Exchange Policy

Vendors must provide a clearly defined, user-friendly return and exchange policy designed to support proper fit and minimize administrative burden.

#### Sizing Exchanges

The program must support efficient sizing corrections:

- Garments may be returned for size exchange within a minimum of 60–90 days
- No restocking fees for sizing-related returns
- Exchanges should be no-cost or minimal cost to TCLP
- Vendor shall provide a simple and streamlined exchange process
- Preference for:
  - Advance replacement shipping (ship new item before return is received)
  - Prepaid return labels

#### General Returns

Vendors shall define policies for:

- Unworn/unwashed items
- Incorrect shipments
- Customer ordering errors

Response must include:

- Return window
- Restocking fees (if any)
- Condition requirements

#### Defective and Warranty Returns

Vendor must:

- Replace garments with manufacturing defects or premature failure at no cost
- Define warranty coverage period
- Provide a clear claims process



### Sizing and Fit Support

To reduce returns and improve employee satisfaction, vendors shall provide:

- Access to comprehensive sizing charts for all brands
- Availability of sample garments or fit kits (preferred)
- Optional on-site sizing events during implementation or as requested
- Support for a full range of sizes, including women-specific garments
- Assistance for employees requiring non-standard sizing

### Evaluation Emphasis

TCLP will place significant emphasis on the vendor's ability to provide a flexible, cost-effective pricing model, as well as a return and exchange process that minimizes administrative burden and ensures employees receive properly fitting garments in a timely manner.

## **2. Instructions to Bidders**

- a. All bids must be submitted on the forms provided. Complete and return **ONLY** the following forms:
  1. Section C – Iran Economic Sanctions Act
  2. Section E – Submission Form
- b. Successful Bidder invoicing will be completed on a monthly basis based on the work completed to date. All invoicing will be on a unit basis and will show the total bid unit quantity, completed units to date, amount billed to date, and current billing amount. Retainage in the amount of 10% of the work completed to date will be withheld until the project is completed in full.
- c. The Successful Bidder will submit all invoices directly to the Engineer for payment. All invoices must show Traverse City Light & Power as the invoiced party.
- d. Permitting, with the exception of traffic control, will be completed by TCLP.

## **B. INSURANCE REQUIREMENTS**

The following insurance requirements must be met throughout the project:

- a. The Successful Bidder shall file with Traverse City Light & Power (TCLP) satisfactory certificates of insurance prior to commencement of construction. The form, content and limits of such insurance, together with the insurer thereof in each case, shall be acceptable to TCLP (Best rating of A or better.) Advance written notice will be given to TCLP before any material modification, cancellation, or expiration of any policy covered thereby. Notice of policy material modification, cancellation, or expiration shall be made by certified mail to TCLP.
- b. Should any of the insurance requirements stated herein be terminated by the Insurer, the Insurer will mail thirty days written notice to TCLP. Failure to mail by the Insurer will not



waive the obligation or liability of any kind upon the insurer affording coverage. These requirements must be stated on all certificates of insurance. Modifications of the standard cancellation clause is acceptable.

- c. All certificates shall list any exclusions which are nonstandard within the industry as they appear on the policy.
- d. Each insurance policy shall have an Additional Insured endorsement naming TCLP, its officers, agents, directors, and employees (including the Engineer). The issuing company for comprehensive general liability and excess liability shall waive subrogation of all claims against parties named as additional insureds.
- e. The worker's compensation, automobile liability, and general liability insurance specified shall apply to all Successful Bidders on site.
- f. For insurance purposes, the title of ownership of the equipment, if any, furnished by the Successful Bidder shall remain with the Successful Bidder until official acceptance of the work by TCLP.
- g. Third Party Beneficiaries. If the Successful Bidder is doing all or a part of the work in public rights-of-way, the City of Traverse City and Grand Traverse County, including their Departments and Commissions, are third party beneficiaries of the Successful Bidder's obligations under this RFP and they shall be added as named Additional Insureds in all requires insurance policies. Except for those entities, there are no other third party beneficiaries intended by the parties.
- h. Insurance types and coverages:

1. Workers' Compensation: The parties shall maintain suitable workers compensation insurance pursuant to Michigan law and Successful Bidder shall provide a certificate of insurance or copy of state approval for self-insurance to TCLP upon execution of this Contract.

2. Comprehensive General Liability Insurance Coverage: Naming the City Of Traverse City and TCLP as additional insured's:

Limits for bodily injury or death not less than \$2,000,000 for each person \$2,000,000 for each incident.

This insurance must cover timber trespass

3. Owners and Successful Bidders Protective Liability Insurance Coverage \$2,000,000.00 minimum coverage.

The Successful Bidder agrees not to change such insurance and agrees to maintain such insurance throughout the period of performance of this Agreement. Successful Bidder will upon execution of this Agreement provide a certificate of insurance to the TCLP



Controller. Such certificate shall name TCLP as an additional insured with the broad form endorsement for ongoing operations and completed operations on the insurance policies for general liability, excess liability, and Successful Bidder liability. Successful Bidder shall also provide Additional Insured Endorsement CG 20330413 or its equivalent. If any of the required insurance is not renewed or canceled, the Successful Bidder and all subSuccessful Bidders shall cease operations and shall not resume until new insurance is obtained. Successful Bidder shall obtain Third Party Notice Endorsement IL 79901010 for each required policy requiring the insurer to give Owner 30 days' notice of non-renewal or cancellation.

4. Comprehensive Automobile Liability Insurance Coverage: On all self-propelled vehicles used in connection with the contract whether owned, non-owned, or hired in the minimum coverage amount of \$2,000,000.

Property damage limit shall not be less than \$1,000,000 for each incident.



**C. IRAN ECONOMIC SANCTIONS ACT**

**Sworn and Notarized Affidavit of Compliance  
Iran Economic Sanctions Act  
Michigan Public Act No. 517 of 2012**

All bidders must submit the following certification statement in compliance with Public Act No. 517 of 2012 (the “Iran Economic Sanctions Act”) and attach this form to the bid. **Traverse City Light & Power shall not accept any bid that does not include this sworn and notarized certification of statement.**

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the Bidder), hereby certifies, represents and warrants that the Bidder (including its officers, directors and employees) is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act, and that in the event the Bidder is awarded a contract for the **2026 TCLP FR Clothing**, the Bidder will not become an “Iran linked business” at any time during the course of performing the work or any services under the contract.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification is made, whichever is greater, the cost of Traverse City Light & Power’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a Request for Proposal for 3 years from the date it is determined that the person has submitted the false certification.

BIDDER

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by

\_\_\_\_\_ .

\_\_\_\_\_  
\_\_\_\_\_, Notary Public

\_\_\_\_\_ County, \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_



## D. BID SUMMARY

### **Bidder – Please complete and return**

**TITLE: 2026 TCLP FR Clothing**

**DUE DATE: Tuesday, June 30, 2026, at 2:00 PM Eastern**

Having carefully examined the specifications and any other applicable information, the bidder proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees that the bid may not be withdrawn for a period of thirty (30) days from the actual date of the opening of the bid.

Bidder understands and agrees, if selected as the successful bidder, to accept a Purchase Order / Service Order / Contract from TCLP and to provide proof of any required insurance.

Bidder submits this bid and agrees to meet or exceed all TCLP's requirements and specifications unless otherwise indicated in writing and attached hereto.

Bid forms are to be completed, including bid sheet, and submitted. Items not meeting specifications must be noted in the "comply" column and bidder shall fully describe every variance, exception, and/or deviation. Additional sheets may be used and submitted with bid.

Bidder is also required to submit, with the bid, the latest printed manufacturer's specifications and advertising literature on the equipment (including components) to be provided. Completed unit MUST be equipped in compliance with all applicable ANSI, OSHA, State and Federal Motor Vehicle Safety standards and regulations in effect at time of manufacture.

Bidder understands that TCLP reserves the right to accept any or all bids in whole or in part and to waive irregularities in any bid in the best interest of TCLP. The bids will be evaluated and awarded on the basis of the best value to TCLP. Criteria used will include, but not be limited to, bidder/Successful Bidder's ability, qualifications, experience, type and amount of equipment, purchase price, maintenance cost(s), insurance, resale, license and permits and overall capability meeting the needs of TCLP. TCLP is sales tax exempt – Government.

Bidder shall pay all sales, consumer, use and other similar taxes required to be paid by Bidder in accordance with the Laws and Regulations of the place of the Project which are applicable during the performance of the work.

The Bidder certifies that it is in compliance with the City of Traverse City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:



- a) conviction of a criminal offense incident to the application for or performance of a contract;
- b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;
- c) conviction under state or federal antitrust statutes;
- d) attempting to influence a public employee to breach ethical conduct standards; or
- e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the City indicates that the bidder is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon TCLP, including but not limited to, any of the following offenses or violations of:
  - i. The Natural Resources and Environmental Protection Act.
  - ii. A persistent and knowing violation of the Michigan Consumer Protection Act.
  - iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
  - iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules or regulations.
  - v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.
- f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Pre-delivery Inspection: Successful bidder shall make a complete inspection of vehicle (and/or equipment) to ensure it meets specifications and perform any pre-delivery service(s) required before the vehicle is delivered. Acceptance shall be subject to complete inspection and approval of TCLP.

Terms: Payment will be made as soon as possible after delivery/acceptance of vehicle/equipment. Price quoted shall include any title fee and all delivery costs to TCLP, 1131 Hastings Street, Traverse City, MI 49686.



Bidder certifies that as of the date of this bid, Bidder's company or Bidder is not in arrears to TCLP or the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

TCLP may require an in-house equipment demonstration for your bid to be considered.

Bidder agrees that the bid may not be withdrawn for a period of thirty (30) days from the actual date of the opening of the bid.

**Please direct ALL questions to: Traverse City Light & Power, at [purchasing@tclp.org](mailto:purchasing@tclp.org)**



**E. SUBMISSION FORM**

By submitting a response to this RFP you acknowledge that TCLP may be required from time to time to release records in its possession under the Michigan Freedom of Information Act. By submitting a response, you hereby give permission to TCLP to release any records or materials submitted by you as TCLP may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Submitted by:

_____		_____		
Signature		Company Name		
_____		_____		
Name and Title (Print)		Company Address		
_____		_____		
Phone	Fax	City,	State,	Zip
_____		_____		
		Sole proprietorship/partnership/corporation		
_____		_____		
		If corporation, state of corporation		
Bid Total: \$ _____				

The Successful bidder's name shall appear as follows on any Contract or Purchase/Service Order documents:

\_\_\_\_\_

Company Name

Contract or Purchase/Service Order documents shall be mailed to:

\_\_\_\_\_

Attention

\_\_\_\_\_

Street Address

\_\_\_\_\_

City, State, Zip

\_\_\_\_\_

Email Address





**REFERENCES:** (include name of organization, contact person, and daytime phone number).

1.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Phone Number

2.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Phone Number

3.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Phone Number