



**COUNTY OF HENRICO
DEPARTMENT OF FINANCE
PURCHASING DIVISION
CONTRACT EXTRACT
NOTICE OF AWARD/RENEWAL**

DATE:	November 14, 2023
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Firefighter Boots, Work Boots and Safety Shoes
CONTRACT NUMBER:	2070B
COMMODITY CODE:	800.72
CONTRACT PERIOD:	January 1, 2024 – December 31, 2024
RENEWAL OPTIONS:	1 remaining one-year renewal period through 2025
USER DEPARTMENT:	Fire/Police/County
Contact Name:	Paula Henry
Phone Number:	804-501-1540
Email Address:	hen16@henrico.us
HENRICO COOPERATIVE TERMS INCLUDED:	Yes
SUPPLIER: Name:	Witmer Public Safety Group, Inc.
Address:	1614 Ownby Lane
City, State:	Richmond, VA 23220
Contact Name:	Paul Hartsoe
Phone Number:	804-519-3310 (C) 804-267-3424 (O)
Email address:	paul@wpsginc.com
ORACLE SUPPLIER NUMBER:	44796
BUSINESS CATEGORY:	Non-Swam
PAYMENT TERMS:	Net 30
DELIVERY:	As Needed
FOB:	County of Henrico
BUYER: Name:	Beverly J. Mitchell, VCA, VCO
Title:	Procurement Analyst II
Phone:	804-501-5690
Email:	mit098@henrico.us

This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number.



COMMONWEALTH OF VIRGINIA
County of Henrico

DEPARTMENT OF FINANCE
Oscar Knott, CPP, CPPO, VCO
Purchasing Director

November 14, 2023

Paul Hartsoe
Witmer Public Safety Group, Inc.
104 Independence Way
Coatesville, PA 19335

RE: Contract # 2070B – Firefighter Boots, Work Boots and Safety Shoes

Dear Paul:

The County of Henrico has agreed to renew the contract with Witmer Public Safety Group, Inc. to provide Firefighter Boots, Work Boots and Safety Shoes when needed and requested. The contract period shall be from January 1, 2024 through December 31, 2024.

This contract renewal is pursuant to Invitation for Bid #20-2070-11JEC and the signed renewal agreement dated October 6, 2023. The Percentage Discounts Off MSRP will remain the same for the new contract period. All other terms and conditions of contract #2070B will remain in effect.

We look forward to working with you for another year. Should you have any questions, please feel free to contact me at (804) 501-5690 or email me at mit098@henrico.us.

Sincerely,

Beverly J. Mitchell, VCA, VCO
Procurement Analyst II



COMMONWEALTH OF VIRGINIA

County of Henrico

DEPARTMENT OF FINANCE
Oscar Knott, CPP, CPPO, VCO
Purchasing Director

October 4, 2023

Paul Hartsoe
Witmer Public Safety Group, Inc.
104 Independence Way
Coatesville, PA 19335

RE: Contract # 2070B – Firefighter Boots, Work Boots and Safety Shoes

Dear Mr. Hartsoe:

The annual contract the County has with your company to provide **Firefighter Boots, Work Boots and Safety Shoes** is due to expire on **December 31, 2023**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **January 1, 2024** through **December 31, 2024**.

The County would like to renew this contract at current contract pricing. Please complete the information requested and return it via email.

Following receipt of this information, the County will determine whether it is in our best interest to renew the contract or re-solicit. In addition, if you agree to renew the contract for an additional one-year period, please instruct your insurance agent to provide to my attention a current copy of a certificate of insurance. **Be sure the certificate lists the County as additional insured for the contract work.**

If you have any questions, please call me at (804) 501-5690 or email me at mit098@henrico.us. Your cooperation and prompt response will be appreciated.

Sincerely,

Beverly J. Mitchell, VCA, VCO
Procurement Analyst II

CONTRACT # 2070B

BUYER NAME: Beverly Mitchell

Except for the changes provided herein, all other terms and conditions of this contract remain unchanged and in full force and effect. Please check one of the following:


☒ Yes. Renew the contract for an additional one-year period at current contract pricing.

☐ Yes. Renew the contract for an additional one-year period at new contract pricing.
(list below or attach new pricing sheet)

☐ No. Do not wish to renew the contract. If no, please provide reason below.

Company Name: Witmer Public Safety Group, Inc

Date: 10/6/2023

Signature: 

Title: Public Safety Specialist

Telephone#: 804-519-3310

Email: paul@wpsginc.com

SCC#: F181780-0

Current Pricing (Percentage off list price):

Manufacturer	Percentage Discount Off MSRP
Belleville Boot Company	35%
Fire-Dex	46%
Globe Boots	28%

A. General Requirements.

1. Bidders shall offer discounted pricing from their most current Manufacturer's Suggested Retail Price (MSRP) List, which shall be kept on file with the Henrico County Division of Fire. Price lists must be in electronic form.
2. Bidders must be an authorized distributor for bid products offered and have access to all footwear offered by manufacturer.
3. If requested, Successful Bidder(s) shall be required to furnish all price lists, catalogs, swatches, color charts etc. (as appropriate) at no additional cost to the County.
4. All warranties either expressed or implied which are inherent in products specified shall be applicable to products furnished as the result of this solicitation. If applicable, please attach warranty information with bid package.
5. All prices quotes shall be FOB destination. Freight charges shall be included in the bid price.
6. The County may require the Successful Bidder(s) to provide certified test reports from the manufacturer, which indicate the footwear furnished under the contract has been subjected to all the required tests and meets or exceeds the minimum requirements.
7. The Successful Bidder(s) shall have a store location within a 25-mile drive of the Henrico County Public Safety Building located at 7721 E. Parham Road, Richmond, VA 23294, or must provide a mobile shoe service.
8. Bidders only need to bid on the line items that they can provide. All others may be left blank.

B. Specifications.

1. Firefighting Boots shall meet or exceed NFPA 1971 (current edition) and OSHA 29CFR, Part 1910.136 (Personal Protective Equipment for General Industry).
2. All safety shoes and work boots must meet or exceed safety requirements for Compression Resistance Class 75 as outlined in ASTM F2413-18.
3. Only the footwear brands identified in this bid will be considered and no substitutions will be accepted.

C. Shoe Fittings.

1. Successful Bidder(s) shall provide shoe fittings for each using department upon request. Each using department may schedule a minimum of six (6) shoe fittings per year.
2. If a mobile unit or "shoe mobile" will service the contract, it must be available for a minimum of 1 hour at each scheduled visit.
3. Mobile unit or "shoe mobile" fittings will be scheduled by using departments at a location of their choosing with the Successful Bidder(s). The location will be inside the County of Henrico.
4. The Successful Bidder(s) must utilize the actual footwear being requested for sizing purposes. Sizing with measuring devices alone will not be acceptable.
5. Orders will typically be placed with the Successful Bidder(s) at the time of the fitting and the employee will take possession of the footwear at that time, unless the item is backordered.

6. The using department may email or fax "known order" information to the Successful Bidder in lieu of a fitting.

D. Delivery Requirements.

1. The required delivery time for any backordered items is 15 to 30 calendar days ARO. Exceptions to these delivery requirements may be granted due to manufacturing delays. Delays must be communicated to the using department in a timely manner.

E. Returns.

1. Any shoes delivered to the County, not as ordered, shall be returned to the Successful Bidder(s) at no cost to the County.
2. If delivered orders are incorrect at no fault of the Successful Bidder(s), Successful Bidder(s) may charge the County a restocking fee. Please list the restocking fee on the Bid Form.

F. Warranty.

1. If a product defect occurs as a result of normal use within 6 months of the purchase, the Successful Bidder must repair or replace any defective footwear at no cost to the employee or the County.
2. If a product defect occurs as a result of normal use within 6 to 12 months of the purchase, the Successful Bidder must repair the defect at no cost to the employee or the County or issue a 50% credit to be applied toward the purchase of a new pair of footwear.

G. Resole Service.

1. Bidders shall indicate on the Bid Form if they offer a resole option for each footwear manufacturer that is bid. If resoling is only available for certain models, please attach a list of exemptions with your Bid package. Bidders who do not offer a resole option may still be considered.
2. Successful Bidder(s) that offer a resole option shall have resoled boots available for pick-up or delivery within 30 days of receiving the boots for repair.