

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

**Online Bid Submission Portal Instructions**

Responses to solicitation Law Enforcement Uniforms, GSS26844-LAW\_UNFRMS must be submitted through the Online Bid Submission Portal (portal). Submissions by other methods **will not** be accepted for this solicitation.

**A. Mandatory Pre-Bid Conference**

A mandatory pre-bid meeting will be held on Tuesday, February 10, 2026, at 1:00 p.m. Attendance is required for all Vendors wishing to submit a proposal. Vendors who do not attend this meeting shall be disqualified and shall not be considered for further evaluation. **Teleconference or virtual participation will not be permitted; in-person attendance is required.**

Meeting location:  
State of Delaware  
Government Support Services  
600A South Bay Road  
Dover, DE 19901

**B. Questions**

The State of Delaware will allow written requests for clarification of this solicitation. All questions with regard to the interpretation of this solicitation, drawings, or specifications, or any other aspect of this solicitation must be received through the [online bid submission portal](#) by 4:30 P.M., Thursday, February 12, 2026, referencing the section, page number, text of passage being questioned, and the question. All questions will be answered in writing by Thursday, February 19, 2026, with responses posted on <https://bids.delaware.gov> and <https://gss.bonfirehub.com/>.

**C. Proposal Contents**

Each vendor's proposal should contain at a minimum the following information:

1. Cover Letter on the letterhead of the company or organization submitting the proposal. The cover letter must briefly summarize Vendor's ability to provide the services specified in the RFP. The cover letter shall be signed by a representative who has the legal capacity to enter the organization into a formal contract with Government Support Services.
2. Table of Contents which clearly identifies the structure of the proposal and showing page numbers for each of the required sections and attachments.
3. The remaining vendor proposal package shall identify how the vendor proposes meeting the contract requirements and shall include pricing. This part of the proposal may also include descriptions of any enhancements or additional services or qualifications the Vendor will provide that are not mentioned in this RFP. (Refer to Section D for instructions on how to submit the components of the proposal response.)
4. Vendors are required to submit uniform samples described in Appendix D – Uniform Specifications and outlined in Appendix E1 – Pricing Uniforms. The uniform samples must be submitted according to instructions outlined in Appendix A – Statement of Work and Technical Specifications, Section I. Uniform Evaluation Criteria, #2. Bid Uniform Samples – Bid Sample Submission. **Failure to provide uniform samples with the bid shall be sufficient cause for rejection of the bid. Uniform samples must be received by the specified bid deadline.**
5. Vendors are required to complete and submit the Questionnaire according to instructions

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outlined in Appendix F – Questionnaire.

The purpose of the proposal is to provide Vendors with an opportunity to demonstrate their qualifications, competence, and capacity to undertake the services described herein, in a manner which complies with the requirements of this RFP.

#### D. Bid Submission

Solicitation responses must be submitted through the portal at:

<https://gss.bonfirehub.com/>. The portal will have you break your submission as follows:

- **Proposal Original** – This upload will include your technical response to the solicitation, excluding any Questionnaire, BidTables, and Vendor Information Forms.
- **Proposal Redacted** –
  - **If Confidentiality Form is checked NO**, upload the Confidentiality Form, with the box checked.
  - **If Confidentiality Form is filled out identifying portions of the proposal as confidential**, upload the Confidentiality Form, along with all documents that have information you are looking to redact, with those sections redacted.
- **Vendor Information Forms** – Complete the packet and upload, preferably as one pdf file. The Vendor Information Forms include:
  - **Non-Collusion Statement** – Both signatures and notary stamp/seal must be visible
  - **Vendor Information Sheet**
  - **Business References** – Required for responding vendor, as well as any identified sub-contractors.
  - **Confidentiality Form** – Check the box to indicate No redactions, otherwise complete the form to summarize what you have redacted. (See Proposal Redacted section above.)
  - **Exceptions Form** – Check the box to indicate No Exceptions, otherwise complete the form to notate all exceptions for consideration.
  - **Subcontractor Information** – Check the box to indicate No Subcontracts, otherwise complete one form for each sub-contractor.
- **BidTable, Appendix E1** – This submission will be your cost proposal for uniform components, which must be uploaded using the template provided. Refer to Section F below for additional guidance.
- **BidTable, Appendix E2** – This submission will be your cost proposal for alteration services, which must be uploaded using the template provided. Refer to Section F below for additional guidance.
- **Questionnaire, Appendix F** – This submission will be your response to the questionnaire regarding delivery timelines, which must be uploaded using the template provided. Refer to Section F below for additional guidance.

**Please note:** Minimum system requirements: Microsoft Edge, Google Chrome, Safari, or Mozilla Firefox. Javascript and browser cookies must be enabled.

Submission materials must be submitted in the File Type identified in the portal. The maximum upload file size is 1000 MB. Documents should not be embedded within uploaded

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files, as the embedded files will not be accessible or evaluated.

Excel files provided through the portal manipulated in any way will result in a failed upload. Do not use special formatting, special characters or formulas.

**E. Submission Deadline –**

Per Delaware Code, the online bid submission portal will not permit incomplete nor late submissions. Uploads must be completed by 3:00 p.m., Wednesday, March 4, 2026. Respondents are encouraged not to wait until the last hour to upload documents. Bid uniform samples must be received no later than 3:00 P.M., Wednesday, March 4, 2026, to the required address stated in the RFP. Late submission of sample uniform components will not be accepted after the required submission deadline.

**F. Technical Issues –**

Allow time for any technology challenges you may experience. **Be advised that Bonfire Support Service Level Agreement has a maximum response time of 2 hours. Support tickets submitted should be specific, in order to minimize the “research” time before responding.** Technical questions related to your submission should be directed to the portal provider at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) or visit their help forum at <https://vendorsupport.gobonfire.com/hc/en-us>. Common issues are due to modifications to the BidTable and/or Questionnaire.

**G. BidTable Fields & Questionnaire –**

Below you will find a table of the various columns you are required to complete with instructions on how. For any given row, all columns must be populated. This contract award will be enabled onto the State’s eMarketplace shopping platform and this BidTable closely mirrors the template for catalog enablements.

<b>Column Name Appendix E1</b>	<b>Input Instructions</b>
Item Description	Detailed description of uniform component.
Agency	The name of the agency requesting uniform component.
Quantity Required	The quantity required for specified uniform component.
Brand Name	The brand name of the described uniform component.
Supplier ID Number	This number identifies the apparel item. <b>There must be a unique number for each item.</b>
Unit Price	Contract price of the item for your customer, reflecting any discount.
<b>Column Name Appendix E2</b>	<b>Input Instructions</b>
Alteration Description	Detailed description of alteration service provided.
Quantity Required	The quantity required for all alterations and related services outlined in the solicitation.
Unit of Measurement (UOM) Quantity	The number of units included in the UOM. (e.g. a UOM of BX and a UOM Quantity of 100 indicates 100 units per box). If UOM = 1, enter “1”. <b>(Include the applicable UOM codes listed below)</b>

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Additional Note for Alterations	Include any relevant information regarding the alteration service. This section can include specific details, included with quantity and cost.
Days ARO (order receipt to delivery)	Enter the number of calendar days from alteration receipt of order to delivery to customer.
Unit Price	Contract price of the alteration service for your customer, reflecting any discount.
<b>Column Name Appendix F</b>	<b>Input Instructions</b>
Question	Detailed inquiry regarding delivery ARO
Response	Provide specific information regarding delivery service, including the number of calendar days from uniform order receipt to customer delivery.

**Acceptable UOM codes (Appendix E1 & E2).**

Name	Code
Box	BX
Carton	CT
Case	CA
Day	DA
Dozen	DZ
Each	EA
Month	MO
Pack	PK
Week	WK