**SPECIFICATION**

1. **Introduction**

West Midlands Combined Authority has a requirement for the provision of uniforms for the following employees:

* Transport for West Midlands Bus Station Supervisors
* Transport for West Midlands Travel Centre staff
* Transport for West Midlands Customer Intelligence Team
* West Midlands Combined Authority Concierge staff

It is essential that all West Midlands Combined Authority (WMCA) employees are uniformed so as to be easily identifiable to the public.

Staff are issued with a full uniform on appointment to the post and are then able to replenish their uniform supply when required in order to maintain a professional image.

The branding and colour information requirements for either embroidery or heat sealing onto the Goods are as detailed within the guidelines document. The logo is detailed within the separately attached ‘WMN Guidelines’, however the colour of the logo would be dependent on the main colour of the garment.

Unless specified elsewhere, the logo should appear on the top left hand side of the garment. Please also see the separately attached ‘Polo Shirt Logo Guidance’ and ‘Sweat Shirt Logo Guidance’ Documents for guidance on sizing and placement of logos. WMCA would require sight of any proposed artwork for clothing in order to sign off branding and to ensure that the colour values and sizes are correct.

Delivery of WMCA uniform requirements shall be in accordance with Schedule 2.

Section 2 (Uniform Requirements) includes a breakdown of the specific uniform requirements.

**Please note the following:**

* Item requirements listed below are provided for full uniform replenishments for all staff. The quantities specified are not a guarantee of annual replenishment numbers and WMCA cannot guarantee specific order quantities over the life of the contract.
* During the life of the contract WMCA reserves the right to amend our uniform, PPE and/or logo requirements by providing reasonable notice to the appointed supplier.
* The nature of the staff roles means that garments suggested by suppliers must be suitable to endure active working conditions, and where specified, suitable for working in outside conditions for long periods of time.
* Unless otherwise stated, uniform items listed in Section 2 Uniform Requirements must be available within the following size ranges:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Chest** | **Waist** | **Collar** | **Inside Leg** | **Sleeve length** |
| Male | 34-53 inches | 28 - 50 inches | 15-21 inches | 29 – 34 inches | 2 inches longer than standard |
| Female | 33-50 inches | 28-46 inches | N/A | 29 – 34 inches | N/A |

1. **Uniform Requirements**
   1. **General Requirements for Customer Intelligence Team & Bus Station Supervisors**

|  |  |  |
| --- | --- | --- |
| **Item Name** | **Item Requirements** | **Estimated Annual Usage** |
| **Jumper(generic)** | Black, (50% wool / 50% acrylic) with LOGO(embroidered) | 50 |
| **Fleece (generic)** | Black, 100% polyester long sleeved LOGO (embroidered) | 60 |
| **Cardigan (generic)** | Black, 100% polyester with LOGO (embroidered) | 10 |
| **Coat (generic)** | Black, Gore-Tex fabric with LOGO (embroidered) | 60 |
| **Outdoor trousers** | Black, fleece lined, breathable, waterproof Gore-Tex fabric, several pockets with LOGO (embroidered) | 50 |
| **Hi Vis (generic) Vest** | Orange, LOGO (embroidered) Vest   |  | | --- | | **RIP-APART VEST with LOGO (embroidered)** | | RIP-APART 100% POLYESTER VEST. INCORPORATING FRONT ZIP FASTENING, POCKETS, ID HOLDER, PEN HOLDER, STUD FASTENING AT SHOULDERS AND SIDES THAT PULL APART TO FACILITATE ANTI ENTANGLEMENT AND STUD SIDE ADJUSTERS TO ENSURE CLOSE FIT | | Conforming to EN ISO 20471 CLASS 2 and GO/RT 3279 | | 60 |
| **Hi Vis (generic) Vest** | Blue, LOGO (embroidered) Vest  RIP-APART 100% POLYESTER VEST. INCORPORATING FRONT ZIP FASTENING, POCKETS, ID HOLDER, PEN HOLDER, STUD FASTENING AT SHOULDERS AND SIDES THAT PULL APART TO FACILITATE ANTI ENTANGLEMENT AND STUD SIDE ADJUSTERS TO ENSURE CLOSE FIT. **‘Passenger Information’ to be written on reverse.** | 20 |
| **Clip-On Tie / Standard Tie** | Nylon/poly mix with LOGO embroidered (Striped design) | 40 |
| **Shirt Long Sleeve** | White, breast pocket (65% polyester / 35% cotton) with LOGO (embroidered) | 100 |
| **Shirt Short Sleeve** | White, breast pocket (65% polyester / 35% cotton) with LOGO (embroidered) | 100 |
| **Blouse Long Sleeve** | Light blue, breast pocket (100% Polyester or 97% Polyester, 3% Elastane) with LOGO (embroidered) | 20 |
| **Blouse Short Sleeve** | Light blue, breast pocket (100% Polyester or 97% Polyester, 3% Elastane) with LOGO (embroidered) | 20 |

* 1. **Travel Centre Uniform Requirements**

**Uniform Requirements - MALE**

|  |  |  |
| --- | --- | --- |
| **Item Name** | **Item Requirements** | **Estimated**  **Annual Usage** |
| **Trousers** | Charcoal Grey 65% Polyester, 35% Viscose, Charcoal Grey with LOGO embroidered | 4 |
| **Suit Jacket / Waistcoat** | Charcoal Grey 65% Polyester, 35% Viscose, Charcoal Grey with LOGO embroidered | 2 |
| **Jumper** | Black, deep V-neck, long sleeve, plain knit (50%) Wool / 50% Acrylic) with LOGO (embroidered) | 2 |
| **Shirt Long Sleeve** | Available in blue, breast pocket (65% Polyester / 35% Cotton) with LOGO (embroidered) | 4 |
| **Shirt Short Sleeve** | Available in blue, breast pocket (65% Polyester / 35% Cotton) with LOGO (embroidered) | 4 |
| **Clip-On Tie** | Nylon/poly mix with LOGO embroidered (Striped design) | 2 |
| **Fleece (generic)** | Black, 100% polyester long sleeved with LOGO (embroidered) | 2 |

**Uniform Requirements - FEMALE**

|  |  |  |
| --- | --- | --- |
| **Item Name** | **Item Requirements** | **Estimated**  **Annual Usage** |
| **Trousers (straight leg & boot cut)** | Charcoal Grey 65% Polyester, 35% Viscose, Charcoal Grey with LOGO embroidered | 16 |
| **Skirts** | Charcoal Grey , tailored to finished length 65% Polyester, 35% Viscose with LOGO embroidered | 16 |
| **Neck scarves** | Colour to be decided, Viscose/Chiffon | 30 |
| **Dress** | Charcoal Grey 54% Polyester, 44% Wool, 2% Lycra with LOGO embroidered | 16 |
| **Suit Jacket / Waistcoat** | Charcoal Grey Charcoal Grey 65% Polyester, 35% Viscose, with LOGO (embroidered) | 8 |
| **Cardigan** | Black, plain knit (50% Wool / 50% Acrylic), slim fit with LOGO (embroidered) | 8 |
| **Blouse Long Sleeve** | Light Purple, breast pocket (100% Polyester or 97% Polyester, 3% Elastane) with LOGO (embroidered) | 12 |
| **Blouse Short Sleeve** | Light Purple, breast pocket (100% Polyester or 97% Polyester, 3% Elastane) with LOGO  (embroidered) | 12 |
| **Fleece (generic)** | Black, 100% polyester long sleeved with West Midlands Transport LOGO (embroidered) | 8 |

* 1. **Bus Station Supervisors and Customer Intelligence Team**

**Uniform Requirements - MALE**

|  |  |  |
| --- | --- | --- |
| **Item Name** | **Item Requirements** | **Estimated**  **Annual Usage** |
| **Trousers** | 65% Polyester, 35% Viscose, hardwearing material but smart with LOGO embroidered Charcoal Grey | 50 |
| **Suit Jacket** | 65% Polyester, 35% Viscose, hardwearing material but smart with LOGO embroidered Charcoal Grey | 10 |
| **Winter Hat** | Wool with LOGO embroidered Black | 30 |
| **Weather proof outer coat** | Water proof/wind proof material with LOGO Black | 30 |

**Uniform Requirements - FEMALE**

|  |  |  |
| --- | --- | --- |
| **Item Name** | **Item Requirements** | **Estimated**  **Annual Usage** |
| **Trousers/Skirt (straight leg & boot cut)** | 65% Polyester, 35% Viscose, hardwearing material but smart with LOGO embroidered Charcoal Grey | 16 |
| **Suit Jacket** | Charcoal Grey 65% Polyester, 35% Viscose, hardwearing material but smart with LOGO embroidered Charcoal Grey | 8 |
| **Weather proof outer coat** | Water proof/wind proof material with West Midlands Transport LOGO Black | 8 |
| **Winter Hat** | Wool with LOGO embroidered Black | 8 |

All items should be machine washable.

The following additional items will also be required on an ad-hoc basis:

Back Pack

Ipad/Tablet Bag

Soft Shell Jacket

Winter gloves

Face/Chest Neck Warmer

Thermal Leggings

**e. PPE requirements**

WMCA may also choose to call off PPE requirements from the successful supplier. The following is a list of requirements that may be ordered as part of this contract:

|  |  |
| --- | --- |
| **DEPARTMENT** | **ITEM DESCRIPTION** |
| RAIL | |  | | --- | | **RIP-APART VEST (LOGO)** | | RIP-APART POLYESTER VEST. INCORPORATING FRONT ZIP FASTENING, STUD/VELCRO FASTENING AT SHOULDERS AND SIDES WHICH PULL APART TO FACILITATE ANTI ENTANGLEMENT AND STUD SIDE ADJUSTERS TO ENSURE CLOSE FIT | | Conforming to EN471 2:2 and RIS-3279-TOM | |
| |  | | --- | | **7 IN 1 JACKET C/W INNER SLEEVED BODYWARMER (LOGO)** | | Conforming to BS EN ISO 20471:2013 | | Conforming to EN343:2003 CLASS 3 BREATHABLE AND CLASS 3 WATERPROOF STANDARDS | | RIS-3279-TOM | | SIZES XS-3XL | |
| |  | | --- | | **BOMBER JACKET (LOGO)** | | Conforming to BS EN ISO 20471:2013 | | Conforming to EN343:2003 CLASS 3 BREATHABLE AND CLASS 3 WATERPROOF STANDARDS | | RIS-3279-TOM | | SIZES XS- 3XL | |
| |  | | --- | | **POLAR FLEECE (LOGO)** | | Conforming to BS EN ISO 20471:2013 | | 1 VERTICAL CHEST POCKET AND 2 LOWER HIP POCKETS WITH ZIP CLOSURE. ELASTICATED CUFFS | | RIS-3279-TOM | | SIZES S - 3XL | |
| |  | | --- | | **POLO SHIRT (LOGO)** | | Conforming to BS EN ISO 20471:2013 | | 100% POLYESTER BIRDS-EYE KNIT FABRIC. 3 BUTTON PLACKET. | | RIS-3279-TOM | | SIZES S - 3XL | |
| |  | | --- | | **POLO SHIRT SHORT SLEEVED (LOGO)** | | Conforming to BS EN ISO 20471:2013 | | 100% POLYESTER PIQUE KNIT FABRIC. 3 BUTTON | | RIS-3279-TOM | | SIZES S - 3XL | |
|  | **OVERTROUSERS**  BS EN ISO 20471:2013  EN343:2003 CLASS 3 BREATHABLE AND CLASS 3  **WATERPROOF STANDARDS**  RIS-3279-TOM  SIZES XS - 3XL |
| HIGH VISIBILITY | |  | | --- | | **HI-VIS 7 IN 1 JACKET WITH FLEECE LINED INNER BODYWARMER (LOGO)** | | BS EN ISO 20471:2013 | | BREATHABLE, WATERPROOF | | HAND WARMER POCKETS | | SIZES S - 4XL | |
| |  |  | | --- | --- | | **BOMBER JACKET (LOGO)** |  | | BS EN ISO 20471:2013 | | | Conforming to EN343:2003 CLASS 3 BREATHABLE AND CLASS 3 WATERPROOF STANDARDS | | | SIZES XS- 3XL | | |
| |  | | --- | | **FLEECE (LOGO)** | | Conforming to BS EN ISO 20471:2013 | | 1 VERTICAL CHEST POCKET AND 2 LOWER HIP POCKETS WITH ZIP CLOSURE. ELASTICATED CUFFS | | SIZES S - 3XL |   **FLEECE (LOGO)**  BS EN ISO 20471:2013  1 VERTICAL CHEST POCKET AND 2 LOWER HIP POCKETS WITH ZIP CLOSURE. ELASTICATED CUFFS  SIZES S – 3XL |

1. **Measuring, Fitting and Alterations Service**

The Supplier is required to provide a measuring, fitting and alterations service as and when required by WMCA.

Upon receipt of a purchase order for the measuring and fitting service, the Supplier shall contact the recipient to organise a suitable date and time for the service to be carried out. This must be undertaken in accordance with the lead times in Schedule 2.

If it is identified that the goods need to be altered following the measuring and fitting service, the alterations must be undertaken in accordance with the lead times in Schedule 2.

If a further fitting is required following alteration of the goods, then this must be carried out in accordance with the lead times in Schedule 2.

**SCHEDULE 2**

**Ordering Procedure, Delivery Requirement and Service Level Requirements**

1. **Ordering Procedure**
   1. An order form (including electronically) will be issued to the Supplier by WMCA and shall detail the goods and services to be supplied in accordance with the Call Off Terms, the recipient name, department name and delivery address (16 Summer Lane or West Bromwich Bus Station) including detailing WMCA Purchase Order number. The supply of the goods and services **must** only commence upon receipt of a Purchase Order. **Verbal requests must not be accepted**.
   2. Upon receipt of an order, the Supplier shall:
      1. For non-standard goods (goods requiring a fitting/alteration):
         1. Make contact with the recipient(s) to organise a measuring and fitting(s) service (if requested on the order). **Note:** This is a non-chargeable item.
         2. Make any alterations identified at the measuring the fitting service
         3. Carry out a further fitting to ensure the goods satisfy the recipients requirements (if requested)
         4. Add required logo to the goods (as instructed on the order)
         5. Deliver the goods to the recipient(s) in accordance with the ‘2’, ‘3’ and ‘4’ below.
      2. For standard goods (goods not requiring fitting/alteration):
         1. Add required logo to the goods (as instructed on the order)
         2. Deliver the goods to the recipient(s) in accordance with the ‘2’, ‘3’ and ‘4’ below
2. **Lead Times**

2.1 Non-Standard Goods (goods requiring a fitting/alteration)

2.1.1 Request for measuring and fitting service; service shall be carried out within 48 hours of receipt of a order.

2.1.2 Following the delivery of the measuring and fitting service, the Supplier must alter (if necessary), add the required logo (if applicable) and supply the goods within seven (7) Working Days.

2.2 Standard goods (goods not requiring fitting/alteration)

2.2.1 Supplier must add the required logo (if applicable) and supply the goods within five (5) Working Days.

1. **Deliveries to 16 Summer Lane and West Bromwich Bus Station**

Deliveries must be made to 16 Summer Lane, or to West Bromwich Bus Station between the hours of **09:00hrs and 16:00hrs** Monday to Friday.

For security purposes, all delivery personnel must wear/have identification with them when delivering to 16 Summer Lane/West Bromwich Bus Station. The inability to produce identification may result in the delivery being rejected.

1. **Packaging**

All goods shall be packed in a sufficient manner to ensure that the goods are not damaged during delivery.

All goods supplied must be clearly labelled with the purchase order number, recipient’s name and department, garment name and code and quantity.

1. **Acceptance**
   1. Upon receipt of the goods, the recipient shall check the goods to ensure:
      1. compliance with the specification in the Call Off Terms;
      2. the goods were not damaged during packaging and delivery.

Any faulty or incorrect goods will be notified to the Supplier within 48 hours of delivery.

**SCHEDULE 3**

**Pricing and Invoicing**

1. **The Contract Price payable by WMCA for the Goods shall be as set out within the separately attached Pricing Breakdown Sheet**
2. **The Contract Price payable by WMCA for the Services is as follows:**
   1. Alterations Service - free of charge for incidental alterations. Price on application for substantial alterations
   2. Measuring and Fitting Service - Free of Charge.
3. **Minimum Order Quantity**

No minimum order or delivery quantity will apply

1. **Delivery Charges**

Free of Charge

1. **Invoicing**
   1. Invoices must be submitted to: West Midlands Combined Authority, 16 Summer Lane, Birmingham, B19 3SD, marked for the attention of Finance (Accounts Payable) or sent electronically to invoices@wmca.org.uk. Under no circumstances must invoices be sent directly to the recipient of the Goods and or Services.
   2. Invoices may be submitted on or after the date the Goods have been delivered and accepted and/or the Services have been performed and accepted by WMCA.
   3. All invoices submitted must contain the following:
      1. Purchase Order number;
      2. Contract number;
      3. Invoice date, invoice number and a description of the Deliverables to which the invoice relates;
      4. The cost excluding VAT;
      5. VAT amount;
      6. Total cost due to the Supplier;
      7. The Supplier’s name and contact details.
   4. WMCA will pay valid invoices within 28 days of receipt.