



Uniform (Embroidery/Screening) Request for Proposals – RFP#2018-07

1.0 INTRODUCTION The purpose of this Request for Proposal (RFP) by the City of Springville, Utah (City) is to solicit sealed proposals from interested vendors (Offeror) to provide City uniforms for purchase (not rentals) and use by the City's Departments.

2.0 BACKGROUND The City of Springville is a full-service City with over 500 employees. Each Department has a uniform budget. Uniforms consist of a variety of clothing, including cold weather and foul weather gear, hats, shirts and sweatshirts. In addition, some departments have specialty clothing that may be purchased by other vendors.

3.0 SCOPE OF WORK The City is seeking a direct purchase uniform and work apparel vendor that can supply approximately 500 employees, both men and women, with new quality embroidered and screen printed clothing. The City is interested in purchasing items only and will not consider rentals.

3.1. PROGRAM MANAGEMENT Orders will be placed by various Departments, however, no orders shall be finalized under this contract by any employee other than the Contract Administrator or his/her designee. The number of employees participating in the clothing program may vary from year to year.

3.2. CLOTHING SPECIFICATIONS In lieu of providing clothing specifications, the City intends for each Offeror to provide the City with a percentage discount off of catalog (or listed) pricing. All apparel shall be new, unused, current models, and not previously sold to another customer. They shall be free of defect in material and workmanship.

3.3. QUANTITY Approximately 500 employees will fall under this contract, requiring uniform purchases. The current budget for uniforms is approximately \$100,000. As stated above, some of these budget dollars are for specialty clothing (Fire Resistant, Police uniforms, etc.) that may not be available from Offeror and will be purchased elsewhere. This is an estimated annual usage only, and nothing herein shall bind the City to purchase any specified amount of product(s). It is also further understood that the City shall not be obligated to purchase or pay for any product(s) covered unless and until ordered and received in good condition by the City. The City may increase or decrease the number of uniforms (or employees) as it deems necessary. The City reserves the right to order services or similar products from other vendors as it deems necessary during the life of the contract. No minimum order quantity of products shall be required under this contract.

The City plans to place an initial order of approximately 600 t-shirts and approximately 200 polo shirts with a single design on each that the City would like filled by July 1, 2018, if possible. Bulk individual department orders will be placed in late June and early July followed by smaller orders throughout the rest of the contract year.

3.4. CITY LOGO & EMBROIDERY The City logo style guide is included in this RFP as an Attachment. When a City logo is required to be embroidered or screened on a garment, the City will provide the Offeror with a digital file of the City logo. **All embroidered or screened logos shall be provided at no additional cost to the City.** In other words, proposed pricing should include set-up and application in the proposed pricing. There are a number of different logos authorized in the style guide. Care should be taken to consider the different types of logos being provided.

3.5. CATALOGS Each Offeror shall submit with their proposal submission, catalogs, descriptive literature, designs, and other necessary information to fully describe the material or apparel proposed to be furnished. The catalog shall include or be accompanied by a detailed sizing chart for items included in the catalog.

3.6. SAMPLES City may request samples of a product or products from Offeror to assess quality, size, type or other specifications. A sample of the embroidery for approval prior to embroidering on shirts, sweatshirts and outerwear will be required. This may be required for each garment color, at no additional charge to the City.

3.7. WARRANTY

3.7.1. The Offeror warrants that all goods and services furnished to the City shall be in accordance with specifications and free from any defects of workmanship and materials: that goods furnished to the City shall be merchantable and fit for the City's described purposes, and that no governmental law, regulation, order, or rule has been violated in the manufacture or sale of such goods.

3.7.2. The Offeror shall provide information on a return and refund policy which shall include embroidered and non-embroidered items. At a minimum, if an article of clothing is delivered damaged or is a different item/size/color/etc. than that requested by the City and City notifies Offeror within thirty (30) days after delivery is received and accepted then corrections, repairs or replacement shall be performed by Offeror at no additional charge.

3.8. PRICING Offeror shall provide pricing as discount off of catalog price. Offerors shall include any additional, optional costs in their proposal for things such as alterations, sizing, oversize and tall sizes, etc.

3.9. BILLING Offeror shall bill the City no more than monthly for services provided. City shall pay all invoices within 30 days of receipt.

3.10. PACKAGING OF ORDERS The City will order clothing specific to an individual employee. This information will be provided to the vendor by the City on an order form (provided by vendor) with the employee's name and department. The Offeror will individually package and tag/label the items

associated with each employee, identifying the employee for who the order is intended. Delivery tickets or shipping statements shall show the quantity, part number, unit prices, total price, and employee name(s).

3.11. ITEMS ON BACK ORDER/UNAVAILABLE Vendor must provide a list of any item(s) on back order or that are unavailable within forty-eight (48) hours of order placement.

3.12. DELIVERY INFORMATION All pricing shall be on an F.O.B. Destination basis and shall include all delivery costs (freight, packaging and handling). All items must be delivered within six (6) weeks of order date. The City will accept late delivery on back ordered items only.

3.13. REPLACEMENT ITEMS If a manufacturer discontinues a garment specified in this contract, during the period of the contract, the Offeror will identify another garment of equal or greater quality for substitution (with the approval of the City).

4.0 PRE-PROPOSAL MEETING No pre-proposal meeting will be held for this solicitation.

5.0 PROPOSAL REQUIREMENTS The proposal shall provide information necessary for City to evaluate the qualifications, experience, and expertise of the proposing firm to provide uniforms for purchase and use by the City. The Offeror is to make a written proposal which presents an understanding of the work to be performed. The proposal should demonstrate and provide evidence that the Offeror has the capabilities, professional expertise, and experience to provide the necessary services as described in this RFP. The Offeror shall ensure that all information required herein is submitted with the proposal. All information provided should be verifiable by documentation requested by the City. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the proposal or rescission of an award. Proposals shall be signed by an authorized representative of the Offeror. In order to enhance the evaluation process and provide each firm an equal opportunity for consideration, adherence to a standardized technical proposal format is required. Responses should be as thorough and detailed as possible so that the City may properly evaluate the firm's capabilities to provide the required services. The format of each proposal must contain the following elements organized into separate chapters and sections, as the Offeror(s) may deem appropriate:

TAB 1

- Cover Sheet
- Cover Letter/Executive Summary on company letterhead signed by a person with the corporate authority to enter into any contract which results from the RFP.

TAB 2 EXPERIENCE & QUALIFICATIONS OF FIRM

- References List
- A brief statement of experience and qualifications
- Other services that your company may provide that may be of interest to the City (Vehicle Wraps, Business cards, etc.)

TAB 3 APPAREL INFORMATION & COST

- Descriptive literature, designs, and other necessary information to fully describe the material or apparel proposed to be furnished
- Information on the return & refund policy
- Offeror shall specifically state the **percentage discount off** of catalog (or listed) pricing that the City will receive or provide a product list with associated all-inclusive pricing as set forth herein.

6.0 GENERAL TERMS & CONDITIONS FOR THE CITY Offerors shall review and take into consideration all aspects of the City's General Terms and Conditions listed in the Attachments, if any.

7.0 INSURANCE REQUIREMENTS Not required for this RFP.

8.0 INSTRUCTIONS TO OFFERORS All proposals must be in an opaque, sealed envelope or box and clearly marked: "Sealed Proposal: Uniform Purchase RFP #2018-07". Proposals shall clearly indicate the legal name, address and telephone number of the Offeror (company, firm, partnership, or individual). All expenses for making proposal to the City shall be borne by the Offeror. Offerors shall provide one (1) paper copy and one (1) identical electronic copy (on CD or thumb drive) of the proposal documents. Proposal documents shall be mailed or hand-delivered to the Finance Department located at 110 South Main Street, Springville, Utah 84663. Office hours are Monday through Friday, 8:00am to 5:00pm. Faxed or emailed proposals will not be accepted. Proposals shall be received by the Purchasing Office no later than June 8, 2018 at 3:00pm local time. Any proposals received after this date and time will not be accepted. The City is not responsible for delays in the delivery of the mail by the U.S. Postal Service or private couriers. The Offeror has the sole responsibility to have the proposal received by the City at the above address and by the above stated time and date. All documents contained within the proposal submission shall be completed in their entirety and signed and dated where required.

9.0 QUESTIONS Questions related to the RFP or requests for clarification may be directed to Troy Fitzgerald, by email (tfitzgerald@springville.org.) Oral questions will not be permitted. All responses to inquiries will be in writing and will be posted as addenda on the City's website at www.springville.org. All questions must be received no later than June 5, 2018 at 12:00pm (noon) local time. It is the responsibility of all Offerors to ensure that they have received all addenda and to include signed copies of any and all addenda with their proposal submission.

10.0 PROPOSAL EVALUATION CRITERIA Selection of the successful proposal will be based upon submission of proposals meeting the selection criteria. Proposal evaluations will be based on a 100-point scale, using the following minimum selection criteria:

1. Experience & Past Performance: Prior experience in providing similar services, including client references and number of years in business. (20 points)
2. Pricing: Costs will not be the sole deciding factor in the selection process, but will be considered in the case of this RFP. (40 points)

3. Selection & Variety: Selection and variety of products offered. (30 points)

4. Conformance to Terms & Conditions: The Vendor's ability to deliver the required services on time and in accordance with the Scope of Work, to include bill by division, deliver complete order within time period listed on proposal, package and ship complete by wearer name, etc. (10 points)

As part of the evaluation process, the City may ask questions of a clarifying nature from Offerors as required. The City may also request an oral presentation to explain the proposal and answer questions. The City reserves the right to cancel this RFP at any time or reject any or all proposals received as a result of this RFP if it is in the best interest of the City. The City reserves the right to waive any informality in any proposal.

11.0 AWARD OF CONTRACT The City shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. The City will consider bids that can supply only embroidery or screening, thus, more than Offeror may receive an award of contract. The award documentation will subsequently be followed by a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Offeror's proposal as negotiated. The City reserves the right to make on-site visitations to assess the capabilities of individual Offeror(s) and to contact references provided with the proposal.

12.0 CONTRACT TERM The subsequent contract will be for an initial one (1) year term with the anticipated contract(s) start date of June 20, 2018, running through June 30, 2019. The cost(s) will remain firm through the initial contract term and will include all charges that may be incurred in fulfilling the requirements of this initial contract. The City shall have the option to renew the contract for up to three (3) additional one (1) year terms. Any subsequent renewal terms will begin on July 1 of that calendar year. Changes in cost for any renewals will be based on mutual agreement between both parties. For any pricing increases the contractor will need to provide written justification and documentation to support such request. For pricing increases, the contractor must send a written request to the Contract Administrator at least sixty (60) days in advance of the contract ending date. Should the City elect to exercise the option to renew the contract for additional year(s), the price change for the additional year(s) shall not exceed the percentage change of the "Apparel Manufacturing" category of THE PRODUCER PRICE INDEX of the United States Bureau of Labor Statistics for the latest twelve month for which statistics are available; however, the price change can be up to, but shall not exceed 5% in any year.