

**Request for Proposal
For
Whole District Spirit Wear**

**Campbell City School District
280 Sixth Street
Campbell, OH 44405**

July 18, 2019

**Proposal Release Date: July 18, 2019
Questions submitted by: July 31, 2019
Proposal Due Date: August 7, 2019, 4:00 p.m.
Contract Award Date: August 20, 2019
Contract Period: Board August 21, 2019 through June 30, 2020**

Request for Proposal for Whole District Spirit Wear

Background/Rationale

Campbell City School District (School District) is a very proud and culturally diverse community that takes a sincere interest in the education of its children and families. The School District is dedicated to providing opportunities for all members of the community to become involved in the life of the school. The School District is dedicated to living its mission and continuing to create pride in self, family, and community.

Scope of Work

The purpose and intent of the proposals is to provide the School District with a comprehensive method for purchasing spirit wear for all School District sanctioned athletic programs, clubs, and student activities as well as the availability for staff and public purchases.

Proposal Contents

The proposal must include the following;

- Vendor Information Form
- General Information and Pricing for Custom Orders
- Proposal Response Form
- Vendor Reference List

Period of Performance

It is anticipated that the contracted dates will be board approval date through June 30, 2020.

Due Date and Place for Submission of Proposals

The deadline for receipt of electronic proposals is August 7, 2019, 4:00 p.m. EST (Eastern Standard Time).

Submit proposals electronically in Adobe Acrobat PDF format to:

Cheryl McArthur, Business Manager

cmcarthur@campbell.k12.oh.us

Include the specified bidder's name and name of the RFP in the email subject line.

Any proposal received after the date and time listed above will not be considered.

Questions

Submit questions pertaining to this Request for Proposal (RFP) in writing via email by July 31, 2019 at 4:00 p.m. EST to the email address below:

Cheryl McArthur, Business Manager

cmcarthur@campbell.k12.oh.us

Include the specified bidder's name and name of the RFP in the email subject line.

All questions and answers will be available to each respondent upon request.

Rights Reserved by the School District:

The School District reserves the right to waive any irregularities in proposals, to reject any or all proposals, and to cancel this solicitation at any time prior to contract award. The School District reserves the right to award all or any portion of the work specified in the Request for Proposal to any respondent(s). The School District also reserves the right to amend the timeline. Prior to making a selection decision, the School District reserves the right to interview any or all individuals or businesses submitting a proposal, and to check references as part of the final evaluation process.

The School District reserves the right to allow spirit wear to be created during the educational process outside of this agreement.

Standard Terms and Conditions:

1. The request for proposal, terms and conditions, the specifications, and the received proposal form the contract and they shall be fully part of the contract, as if thereto attached, or therein repeated. These documents represent the entire agreement between the successful vendor(s) and the School District and supersede any prior discussions or negotiations, representations or agreements, either written or oral.

2. Respondents are cautioned to read this invitation carefully, to complete all entries, and submit all documents or information requested. Failing to do so may render the proposal materially non responsive and result in non-consideration of the proposal.

3. The contract, once accepted, shall be firm for one (1) year, beginning with the board approval date and expiring June 30, 2020. The contract may be renewed two (2) additional one (1) year terms if agreed to by both parties. Terms for each additional year of contract shall be determined by mutual consent, except that contractor agrees that price increases, if any, after the initial one year term will not exceed 5%.

4. Renewing the contract would imply doing so under the same terms and conditions. Three months prior to the expiration of this contract, the vendor(s) shall provide to School District's Business Office an offer to renew the contract. This offer must be in writing.

5. The vendor shall indemnify and hold harmless the Board, the School District and its and their officers and employees from and against all claims and liabilities incurred in or arising out of the vendor's performance of the contract.

6. Vendor is an independent contractor, and the employees of the vendor are not and shall not be considered to be employees of the School District. The vendor will be responsible for addressing all labor, employment and working condition issues with its employees without the involvement

of School District staff unless agreed to otherwise. The vendor will be required to pay all applicable payroll taxes and deductions required by local, state, and federal law, including Social Security taxes, unemployment compensation, Medicare and other similar deductions.

7. Proposals meeting the requirements of the Request for Proposal shall be considered. Respondents taking exception to the specifications, or offering substitutions shall state these exceptions plainly on the Exceptions Page of this document.

8. Respondents shall submit via email all questions concerning this proposal to cmcarthur@campbell.k12.oh.us or phone Cheryl McArthur (330)799-6844. All questions and answers will be provided to all proposers.

Any interpretations, corrections, or changes to this RFP and the Specifications will be made by addendum to the RFP. The sole issuing authority of addenda shall be vested in the School District's Purchasing Agent(s). Addenda will be emailed to all who are known to have received a copy of this RFP.

9. Worker's Compensation Insurance shall be carried by the vendor in the full amount required by Ohio law.

10. No right or interest in this contract shall be assigned or delegation of any obligation made by the vendor to another vendor. Any attempted assignment or delegation by the vendor shall be wholly void and totally ineffective for all purposes.

11. Each respondent, by making his proposal, represents that the respondent has read and understands the RFP.

12. All District property and facilities are a drug free zone. No one may use, consume, carry, transport, or exchange tobacco, cigarettes, or illegal drugs while in a school district building or while on school district property. The respondent's company and its employees shall adhere to this policy.

13. The School District shall have the right to effect the immediate removal of the vendor's employees from the school facilities for being outside a designated work area, for fraternizing with or engaging in any improper behavior directed toward or in the vicinity of students, employees or guests of the School District, or for other good cause shown.

14. If, at any time, the vendor fails to fulfill or abide by the terms, conditions, or specifications of the contract, the District reserves the right upon written notice to the vendor to the following

remedies (though not just limited to these): purchase the service elsewhere and/or cancel the contract. The Contract may also be terminated by School District for its convenience and without cause with a fourteen (14) day written notice to vendor.

15. All parties agree that venue for any litigation rising from this contract shall lie in Mahoning County, Ohio.

16. The vendor understands and agrees that for the purchase of the vendor's services and/or products that are made directly by students and/or the students' families, compensation for such services and/or products shall be paid only by those students and/or those students' families, and the vendor further agrees that the School District shall not be responsible for compensating vendor for such services and/or products.

Submissions:

1. Your proposal, in order to be considered, must include the properly executed Request for Proposal Response Form and those other items and/or attachments as specified in this proposal.

2. In the event the successful respondents requests a separate contract be signed, a copy of this contract must be submitted with the proposal. The contract will be reviewed by the School District's attorney for approval prior to the School District's Board of Education officially awarding the contract. The School District reserves the right to reject the vendor contract form in the School District's sole discretion.

3. The successful vendor shall assign a representative who will be responsible for the administration of this contract (not involving change of scope, terms or conditions) and a point of contact for the School District.

4. Each respondent must affirmatively demonstrate responsibility through a satisfactory record of performance. Each respondent is required to submit with their proposal a minimum of three (3) references from school districts for which spirit wear has been provided by your company within the last two years. The list shall include the company/entity name, address, contact name, email address, telephone number and items provided.

Evaluation and Award:

1. The School District will award the proposal that offers the overall best value to the District.

2. The District is expected to take action on this proposal no later than August 20, 2019. If awarded, the successful vendor will receive a written notification of acceptance by award letter

mailed or otherwise furnished, which when received by the vendor results in a binding contract without further action by either party.

Anticipated Timeline:

Proposal Release Date: July 18, 2019

Questions submitted by: July 31, 2019 at 4:00 p.m.

Proposal Due Date: August 7, 2019 at 4:00 p.m.

Contract Award Date: August 20, 2019

Contract Period: August 21, 2019 through June 30, 2020

Specifications:

Vendor approval will be based upon the following criteria:

- Proposal meets Standard Terms and Conditions
- Product Quality - Samples
- References
- Costs

VENDOR INFORMATION

1. The Company has been in existence for _____ years.
2. Other names the company has operated under in the past 10 years.

GENERAL INFORMATION AND PRICING FOR CUSTOM ORDERS

1. What is your average turnaround time after receipt of order? (# of days) _____
2. Is extra time needed for custom orders (screen printing, embroidery, etc.)?

3. What is your one-time fee(s) for embroidery, digitizing or setting up the image or logo?
\$ _____
4. Embroidery charge on plain apparel (specify minimum, maximum # of stitches)?
Minimum # of stitches _____ Charge \$ _____
Minimum up to _____ # of stitches Charge \$ _____
One sided printing \$ _____ Two sided printing \$ _____
5. Discount from List, Store Shelf, Catalog or Walk-in pricing _____% and/or varies depending on item ____ Yes ____ No
6. Range of discount _____
(if there are discounts for specific types of apparel, please list on a separate sheet and attach to this sheet. List each type of apparel with the firm discount or discount range for each item)
7. Are there charges for larger sizes? (charge per item for available sizes)

8. Screen Printing: Minimum # of Pieces _____ Additional Cost \$ _____
Pricing Quantities, etc. _____
9. Embroidery: Minimum # of Pieces _____ Additional Cost \$ _____
Pricing Quantities, etc. _____
10. Color Limit for each process _____
11. Other Custom Processes Not Listed _____

(list on separate sheet and attach if needed – include pricing breakdown)
12. Are there extra charges for neon or other specific colors (list colors and additional charges) _____

13. Do you charge shipping? ____ Yes ____ No
14. Do you have internet capabilities for transmitting custom orders? ____ Yes ____ No
15. If so, what is the website / program that you use?

16. Do you print the custom apparel or do you subcontract items? _____ Yes _____ No

17. List any custom apparel such as costumes / uniforms / accessories that you are able to customize with any additional prices, quantity requirements, etc.

18. List any exclusions or exceptions _____

19. Do you provide customization services on already purchased items from other vendors (if so, provide cost per item/service)? _____ Yes _____ No

20. Vendor acknowledges compliance with the Ohio Ethics Law and Ohio Revised Code 2921.42: Having an unlawful interest in a public contract. _____ Yes _____ No

EXCLUSIONS PAGE

PROPOSAL RESPONSE FORM

**To: Campbell City School District
Cheryl McArthur, Business Manager**

**From:
Company Name:
Address:
City/State/Zip:
Area Code & Telephone Number:
Fax Number:
Company E-mail:
Company Website:
Federal Tax Identification Number:
Respondent's Name:
Respondent's Name Printed:
Position With Company:**

ADDRESS FOR SUBMITTING PURCHASE ORDERS:

**Company Name:
Address:
City/State/Zip:
Area Code & Telephone Number:
Fax Number:
Company E-mail:**

REMITTANCE ADDRESS FOR PAYMENTS (if different):

**Company Name:
Remit to Address:
City/State/Zip:
Area Code & Telephone Number:**

I, the undersigned, as the owner or legally authorized representative of the above named company, by signing the following statement, agree that I have READ and UNDERSTAND all of the Instructions and Specifications contained herein, and that if accepted by the Campbell City School District all of the provisions are part of a binding contract between the Campbell City School District and our company. I also certify that this proposal is made without previous understanding, agreement, contents of this proposal, or connection with any person, firm, or corporation making a proposal for the same contract, and is in all ways fair without collusion or fraud.

**Owner or Legally Authorized Representative:
Title/Official Position:**

Signature Date:

VENDOR REFERENCE LIST

VENDOR NAME: _____

Reference 1

Client Company Name: _____

Type of Business: _____

Client Contact Name: _____

Location (City, State): _____

Contact Phone: _____

Products/Services Provided: _____

Reference 2

Client Company Name: _____

Type of Business: _____

Client Contact Name: _____

Location (City, State): _____

Contact Phone: _____

Products/Services Provided: _____

Reference 3

Client Company Name: _____

Type of Business: _____

Client Contact Name: _____

Location (City, State): _____

Contact Phone: _____

Products/Services Provided: _____