



CENTRAL LINCOLN PEOPLE'S UTILITY DISTRICT

Request for Proposal

RFP 05-18

COMPANY LOGO CLOTHING AND MANAGEMENT SERVICES

Important Dates:
Proposal due date, 1/23/2018 10:00am

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RFP 05-18

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CENTRAL LINCOLN PEOPLE'S UTILITY DISTRICT

**Request for proposal
Company Logo Clothing and Management Services**

RFP #05-18

RFP's will be received by the Purchasing Department of Central Lincoln People's Utility District at P.O. Box 1126, Newport, Oregon 97365 until **10:00a.m.** on the **23rd** day of **January, 2018** and not thereafter, for the following:

Central Lincoln PUD is looking for a vendor to supply Company Logo Clothing orders twice a year for 125 employees at approximately \$5,000 per order. CLPUD must have the ability to order online. Must have a management system that is able to track all employee purchases and give a bi-annual statement showing order details for each employee.

This contract will be approximately a two year contract starting March 1, 2018 and ending on June 30, 2020. This contract will be allowed to extend up to June 30, 2021 upon written approval by Central Lincoln PUD Purchasing Department. Each party will have the option to terminate this contract at any time with a 30 day written notice.

Detailed information and proposal forms may be obtained from the Purchasing Department, Central Lincoln People's Utility District, 2129 North Coast Highway, Newport, Oregon. The telephone number is 541-574-2020. At the above date, time and place the District will publicly open proposals.

In order for a proposal to be accepted and considered for award of a contract, the submitted proposals must comply with Oregon Revised Statutes (ORS) regulating contract work for people's utility districts.

Each proposal must contain a statement as to whether the bidder is a resident bidder, as defined in ORS 279A.120.

The District may reject any proposal not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any or all bids upon a finding of the District if it is in the public interest to do so.

PURCHASING DEPARTMENT
Tom Willoughby
Material Systems Manager

INSTRUCTIONS

1. INSTRUCTIONS TO SUBMITTERS

Only proposals will be received by the Purchasing Department of Central Lincoln People's Utility District, herein referred to as "the District," at the place and until the time specified in the invitation to submit proposals and then publicly read aloud for the information of bidders and others properly interested who may be present either in person or by representative. Proposals shall be on file prior to the time of opening as set forth herein.

2. PREPARATION OF PROPOSALS

Strict compliance with the requirements of the invitation to submit proposal and the instructions herein is necessary. All designations and prices shall be fully and clearly set forth. All blank spaces in the District specifications and Unit Price Proposal forms shall be suitably filled in.

All proposals shall be typed or prepared in ink and shall be signed in ink by the bidder or an authorized representative of the bidder.

Each proposal must give the full business address of the submitter and be signed. Proposals by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and title of the person signing. Proposals by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and title of the president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall also be typed or printed below the signature. A proposal by a person who affixes to the signature the word "president," "secretary," "agent," or other title without disclosing the principal, may be held to be the proposal of the individual signing. When requested by the District, evidence of the authority of the officer signing on behalf of a corporation or partnership shall be furnished.

Proposals can be sent to the following address:

Central Lincoln People's Utility District
Attention: Purchasing Department
P.O. Box 1126
2129 N. Coast Hwy
Newport, Oregon 97365
purch@cencoast.com

For the convenience of submitters, extra sets of Request for Proposal forms and specifications are available at no cost at the District office.

3. INTERPRETATION OF CONTRACT DOCUMENTS

The specifications are considered by the District to be complete, clear, and understandable. The contract includes any and all invitations to submit a proposal, instructions to proposers, specifications, and all other documents as applicable on file in the District's Purchasing Department regarding the project. The contract, when executed, shall be deemed to include the entire agreement between the parties, and the Contractor shall not claim any modification thereof resulting from any representation or promise made at any time by any officer, agent or employee of the District, or by any other person, unless such modification is in writing and is signed by both parties. Termination of the contract may be made at any time with a 30 day written notice.

Prior to submitting a proposal, proposer shall contact the District for clarification, irregularities, or apparent errors which may be contained in the Request for Proposals documents. The District reserves the right to waive minor irregularities or errors contained in the submitted proposal. Failure on the submitters' part to request clarification shall obligate the bidder to abide by the District's decision as to the intended meaning of any portion of the proposal documents. **THE DISTRICT RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS.**

4. EXAMINATION OF SPECIFICATIONS

Proposers are expected to examine the scope of work and specifications. Failure to do so will not relieve a successful proposer of the obligation to furnish the services to meet specifications. Questions concerning the specifications

should be directed to Megan Walters. Ms. Walter's phone number is 541-574-2052 or mwalters@cencoast.com.

5. PERSONS INTERESTED IN SUBMITTING MORE THAN ONE PROPOSAL

Proposers may submit alternative proposals, but must be clearly marked as alternative proposals.

6. MODIFICATION OF PROPOSAL

Proposals once submitted may be modified in writing prior to the time and date set for proposal closing. Any modifications shall be prepared on the company letterhead, signed by an authorized officer, and state the new document supersedes or modifies the prior proposal. To ensure the integrity of the Request for Proposal process, the envelopes, containing any modifications to a proposal shall be marked as follows:

RFP Modification
RFP 05-18

7. WITHDRAWAL OF PROPOSAL

Proposals may be withdrawn by written request received from submitters prior to the time fixed for opening in the invitation to submit proposals.

8. OPENING OF PROPOSAL

Proposals received prior to the time of opening will be kept unopened in a secure place. The officer whose duty it is to open the proposals will decide when the time specified in the invitation to submit Request for Proposal has arrived, and no proposal received thereafter will be considered.

9. AWARD OF CONTRACT

The District shall award the contract for the project to the vendor whose proposal best meets the following criteria:

- **Administrative cost – 10 Points**
- **Cost of proposed clothing – 10 Points**
- **References from three current customers – 10 Points**
- **Clothing options – online – 10 Points**
- **Management Service Program – 10 Points**
- **Most detailed and completed proposal – 10 Points**

- **Ability to meet or exceed CLPUD specifications – 10 Points**
- **Most user friendly ordering interface – 10 Points**

10. DOCUMENTS THAT NEED TO BE RETURNED WITH PROPOSAL

Bidders must return the following documents with their proposal; failure to comply could result in the proposal being rejected by the District:

- **Unit Price Proposal**
- **Customer references**
- **Information regarding Management Services**

Any questions concerning which documents must be returned should be addressed to Tom Willoughby at 541-574-2020.

11. QUANTITIES

It is the intent of the District to hire one company for the services described in the attached specifications. The District reserves the rights to add, modify or delete clothing options.

12. DELIVERY ADDRESSES AND HOURS:

Newport: 2129 N. Coast Hwy Newport, OR 97365
8 a.m.– 5 p.m.

13. DELIVERIES

Successful vendor will be responsible to provide timely and consistent deliveries as required by CLPUD.

14. PROVISIONS FOR PROTEST

Any Contractor who feels that the District specifications may limit competition or that the criteria used for the award of the contract for the project limits competition, may file a protest with the following individuals. The Contractor must first file a protest with the project manager, Megan Walters. If a contractor feels that their questions were not fully answered, they may request a meeting with the project manager's supervisor, Mark Freeman. Mr. Freeman can be reached at 541-265-3211.

UNIT PRICE PROPOSAL

I, the undersigned, on behalf of _____, (hereinafter "Proposer") hereby agree to provide services described in the specifications of **RFP 05-18** at the following cost:

***ALL PRICES MUST INCLUDE COST OF CLPUD LOGO**

Type of Clothing	Manufacturer/Description	Manufacturer's #	Sizes	Total Price
Ladies Shirts	Port Authority Ladies V-neck Sweater	LSW285	XS-XL	
	Port Authority Ladies V-neck Sweater	LSW285	2XL-4XL	
	OGIO Ladies Leveler Dolman	LOG120	XS-XL	
	OGIO Ladies Leveler Dolman	LOG120	2XL-4XL	
	District Made Ladies ¾ Sleeve Tee	DM107L	XS-XL	
	District Made Ladies ¾ Sleeve Tee	DM107L	2XL-4XL	
	Port Authority Ladies Short Sleeve Easy Care	L508	XS-XL	
	Port Authority Ladies Short Sleeve Easy Care	L508	2XL-4XL	
	Nike Golf Ladies Dri-Fit Classic Polo	286772	S-XL	
	Nike Golf Ladies Dri-Fit Classic Polo	286772	2XL	
Ladies Active Wear	OGIO Endurance Ladies Pursuit Full Zip	LOE501	XS-XL	

	OGIO Endurance Ladies Pursuit Full Zip	LOE501	2XL-4XL	
	Sport-Tek Ladies Stretch ½-Zip Pullover	LST850	XS-XL	
	Sport-Tek Ladies Stretch ½-Zip Pullover	LST850	2XL-4XL	
	Nike Golf Ladies Dri-Fit Stretch ½-Zip Cover	779796	S-XL	
	Nike Golf Ladies Dri-Fit Stretch ½-Zip Cover	779796	2XL	
	Anvil Ladies French Terry Pullover	72500L	S-XL	
	Anvil Ladies French Terry Pullover	72500L	2XL	
	District made Ladies Tri Long Sleeve Hoodie	DM139L	XS-XL	
	District made Ladies Tri Long Sleeve Hoodie	DM139L	2XL-4XL	
Ladies Outer Wear	Eddie Bauer Ladies Weather-Resist Soft Shell	EB539	XS-XL	
	Eddie Bauer Ladies Weather-Resist Soft Shell	EB539	2XL-4XL	
	Port Authority Ladies Hooded Core Jacket	L335	XS-XL	
	Port Authority Ladies Hooded Core Jacket	L335	2XL-4XL	
	OGIO Ladies Intake Trench	LOG504	XS-XL	
	OGIO Ladies Intake Trench	LOG504	2XL-4XL	
	Sport-Tek Ladies Sport-Wick Fleece	LST235	XS-XL	
	Sport-Tek Ladies Sport-Wick Fleece	LST235	2XL-4XL	
	Eddie Bauer Ladies Fleece	EB205	XS-XL	

	Vest			
	Eddie Bauer Ladies Fleece Vest	EB205	2XL-4XL	
Men's Shirts	Russell Outdoor Realtree T-Shirt w/Pocket	S021R	S-XL	
	Russell Outdoor Realtree T-Shirt w/Pocket	S021R	2XL-3XL	
	Port Authority Long Sleeve Easy Care Shirt	S608	XS-XL	
	Port Authority Long Sleeve Easy Care Shirt	S608	2XL-4XL	
	Port Authority Tall Long Sleeve Easy Care Shirt	TLS608	LT-XLT	
	Port Authority Tall Long Sleeve Easy Care Shirt	TLS608	2XLT-4XLT	
	Nike Dri-Fit Classic Polo	267020	XS-XL	
	Nike Dri-Fit Classic Polo	267020	2XL-4XL	
Men's Active Wear	OGIO Torque Pullover	OG2010	XS-XL	
	OGIO Torque Pullover	OG2010	2XL-4XL	
	Nike Golf Dri-Fit 1/2-Zip Cover-Up	578673	XS-XL	
	Nike Golf Dri-Fit 1/2-Zip Cover-Up	578673	2XL-4XL	
	Russell Outdoors Realtree Pullover Hooded	S459R	S-XL	
	Russell Outdoors Realtree Pullover Hooded	S459R	2XL-3XL	
Men's Outer Wear	Eddie Bauer Full-Zip Fleece Jacket	EB200	XS-XL	
	Eddie Bauer Full-Zip Fleece Jacket	EB200	2XL-4XL	

	Port Authority Digi Stripe Fleece Jacket	F231	XS-XL	
	Port Authority Digi Stripe Fleece Jacket	F231	2XL-4XL	
	Red House Sweater Fleece Full-Zip Jacket	RH54	XS-XL	
	Red House Sweater Fleece Full-Zip Jacket	RH54	2XL-4XL	
Hats	Port Authority Pro Camo Series Cap	C855	N/A	
	Port & Company Soft Bushed Canvas Cap	CP96	N/A	
	Port Authority Camo w/Air Mesh Back	C912	N/A	
	Port Authority Hi-Beam Cap	C827	N/A	
Carhartt	Short Sleeve Workwear Henley	K84	S-2XL	
	Short Sleeve Workwear Henley	K84	LT-4XL	
	Mid weight Hooded Pullover Sweatshirt	K121	S-2XL	
	Mid weight Hooded Pullover Sweatshirt	K121	LT-4XL	
	Contractors Work Pocket Polo	K570	S-2XL	
	Contractors Work Pocket Polo	K570	LT-4XL	
	Paxton Heavyweight Hooded Zip	100617	S-2XL	
	Paxton Heavyweight Hooded Zip	100617	LT-4XL	
	Duck Detroit Jacket	J001	S-2XL	
	Duck Detroit Jacket	J001	MT-5XL	

Embroidery Set-Up fee				
Freight				

Circle each Addendum received: 1, 2, 3, 4, 5, 6.

Check if not applicable or no addenda were received: _____

Proposer acknowledges and agrees that the District has reserved the right to reject any or all proposals.

Proposer represents that Bidder has examined the specifications, other contract documents, including the Request for Proposal, and has made all necessary inquiries, investigations and has obtained all necessary clarifications and explanations in order to arrive at the above price and completion time.

Proposer represents that for the purposes of ORS 279A.120 that Proposer is a resident of the state of _____.

**If Bidder is a joint venture
list all principals**

- or -

**If partnership, list all
general partners**

Proposers-Full Legal Name of Firm

Authorized Signature & Title

Date_____

TECHNICAL SPECIFICATIONS

1. The Districts Specifications: Utility Specifications are written around specific clothing that our employee's order which represents the ultimate desire of the District. The District will not consider alternate proposals to the attached specifications, and reserves the right to select the program best suited to the overall interest of the District.

2. Deliveries: Successful vendor will be responsible to provide timely and consistent deliveries. The District is requiring delivery time be between 4 - 6 weeks for products listed on the Unit Price Proposal. An email to the District's Administrator is required for any and all back ordered items. Delivery addresses and hours are listed under Instructions page 7 #12.

3. Award Period: The District intends to award approximately a three-year contract beginning approximately March 1, 2018 through June 30, 2021. The District reserves the right to discontinue the contract at any time if the District so intends to with a 30-Day written notice.

4. Firm Pricing/Escalation: The District desires firm pricing on all vendor products and services quoted for the contract period March 1, 2018 to June 30, 2019. Escalation will not be allowed during this contract period. Escalation will be negotiated for the remaining year 30-days prior to June 30, 2019.

5. Unit Price Proposal: The clothing listed in the Unit Price Proposal is required items to be available for employee purchasing. The District reserves the right to adjust items on or off the list based on actual ordering.

6. Company Logo Clothing: All clothing must meet our requirements plus the following criteria's:
 - A. Clothing Standard – clothing provided shall meet industry standard labeling requirements for fabric information and washing/care instructions.
 - B. Embroidered Logo – Central Lincoln PUD's logo must be embroidered to garment. See Exhibit A.

- C. Custom Catalog – Development of an online clothing catalog shall include all the items listed in our Unit Price Proposal. Catalog shall contain but not be limited to the following clothes: Ladies Shirts, Ladies Active Wear, Ladies Outer Wear, Men’s Shirts, Men’s Active Wear, Men’s Outer Wear, and Hats.
- D. Return Process – Vendor shall demonstrate this process and identify program parameters for garment returns. (Defective, wrong size, etc...)
- E. Clothing Sizing – Sizing shall be recorded and tracked for each employee participating in the ordering and selection process for a minimum of three years.

Note: Clothing sizes and styles are identified for quoting purposes and are the basis of the employee online catalog. Vendors are encouraged to include additional clothing information and selection for each category as they see fit. Increasing variety by including an expanded selection of clothing and available manufacturers is welcome but not a requirement for this quote.
- F. Service – Ability to deliver custom sized garments for hard-to-fit employees.
- G. Single point of contact – The District will designate one or two people to call with clothing questions, concerns, program implementation, catalog apparel choices, online ordering issues, delivery, reporting issues, etc.
- H. Online Ordering – Vendor must have an implementation of a proven process for ordering online.
- I. Cost Control – The District will need to be given reports showing which employees ordered which items and how much that employee spent.
- J. Account(s) Tracking – Vendor must provide full employee access to employee account including history of the clothing selection, number, size, etc. Vendor must be able to provide supervisor/administrator access to employee accounts and overall utility history, order status, product

information, shipping information, delivery dates, individual employee costs and total utility costs. Vendor must be able to demonstrate list of available reports and ease of the reporting process and provide current user list complete with contact names.

Central Lincoln PUD may request the top three vendors to provide a presentation of the clothing quoted and a demonstration of the program management system proposed.

7. Service Price: Vendors shall submit any and all additional service price changes including environmental, set-up fee, embroider development fee on the Unit Price Proposal. Vendor's price increase or decrease associated with clothing sizing or quantity purchased must be submitted in the Vendors proposal.

8. Invoicing: Successful vendor will be required to itemize invoicing as follows:
 - A. Reference Utility employee name and employee number, order number, vendor invoice number; Utilities account number and date of order.
 - B. Description of products provided including type, number and size of the clothing, and catalog number.
 - C. Unit Price and Quantity.
 - D. All embroidery costs and freight will need to be included in the clothing cost on Unit Price Proposal or at the bottom of the Unit Price Proposal.
 - E. All invoices must be submitted via E-mail to accountspayable@cencoast.com and District's Administrator.

10. Estimated Size Ranges: Clothing sizes listed are an estimated size range to be used in generating a quote. Actual sizes are subject to change based upon CLPUD's need. Identify manufacturer, type of material, where the clothing is manufactured and assembled, and catalog or item number for each piece of clothing.

Identify color, style options, and the difference (if any) in pricing due to larger sizes.

List of clothing shall include manufacturer name and available color.

- Shirts: male/female small – 5XL, Regular/Long, Tall
- Pants (jeans) male/female Regular/Tall waist 28"-54" inseam 30"-38"
- Jackets: small - 5XL, Regular/Long, Tall
- Sweatshirts: small – 5XL
- All active wear: small – 5XL

11. Compliance: At any point in time Central Lincoln PUD will have the option to void this contract with a written 30-Day notice if vendor is not complying with outlined specifications and contract.