



**CITY OF SPRINGFIELD, MISSOURI
DIVISION OF PURCHASES
INVITATION FOR BID #073-2018**

THIS IS NOT AN ORDER

RETURN

TO: Denise Neuleib, Buyer
City of Springfield
Division of Purchases
218 E. Central
Springfield, MO 65802

Date Issued: November 28, 2017
Buyer's Email: dneuleib@springfieldmo.gov
Telephone Number: 417-864-1624
Fax Number: 417-864-1927
DUE DATE: December 12, 2017

SEALED BIDS MUST BE PHYSICALLY RECEIVED IN THE DIVISION OF PURCHASES PRIOR TO 3:00 P.M. ON TUESDAY, DECEMBER 12TH, 2017. Bids will be opened by the buyer at the location listed above.

- Bids shall be submitted on the forms provided and must be manually signed by the individual authorized to legally bind the company.
- Bids shall be submitted with the IFB number clearly indicated on the outside of the mailing envelope.
- Bids received after the opening date and time will be rejected.
- The attached Terms and Conditions shall become part of any purchase order resulting from this bid.
- **FAXED/EMAILED BIDS WILL NOT BE ACCEPTED.**

You are invited to submit your bid to furnish the materials and/or services described herein. Please submit your prices/fees net of all discounts.

DESCRIPTION

EMBROIDERED AND SCREEN PRINTED APPAREL

See attached General Conditions, Specifications, and Bid Form for detailed information.

DELIVERY: F.O.B. DESTINATION, FREIGHT PREPAID AND ALLOWED, INSIDE DELIVERY

The articles to be furnished hereunder shall be delivered all transportation charges paid by the bidder to destination.

**CITY OF SPRINGFIELD
INSTRUCTION TO BIDDERS**

01. Opening Location

The Bids will be opened at the City of Springfield, Division of Purchases, 218 E. Central, Springfield, MO 65802 in the presence of Purchasing officials at the due date and time indicated on the IFB. All bidders or their representatives are invited to attend the opening of the IFB.

02. IFB Delivery Requirements

Any Bids received after the above stated time and date will not be considered. It shall be the sole responsibility of the bidder to have their Bid delivered to the Division of Purchases for receipt on or before the due date and time indicated. If a Bid is sent by U.S. Mail, the bidder shall be responsible for its timely delivery to the Division of Purchases office. Bids delayed by mail shall not be considered, shall not be opened, and shall be rejected. Arrangements may be made for their return at the bidder's request and expense. Bids may be mailed to the Division of Purchases and accepted if the signed bid form and required information was mailed and received prior to the due date and time. Bids sent by email will not be accepted.

03. Sealed and Marked

If sent by mail, one original signed Bid shall be submitted in one sealed package, clearly marked on the outside of the package with the Invitation for Bid number and addressed to:

City of Springfield
Division of Purchases
218 E. Central
Springfield, MO 65802

04. Legal Name and Signature

Bids shall clearly indicate the legal name, address, and telephone number of the bidder (company, firm, corporation, partnership, or individual). Bids shall be manually signed above the printed name and title of signer on the Affidavit of Compliance page. The signer shall have the authority to bind the company to the submitted Bid. Failure to properly sign the Bid form shall invalidate same, and it shall not be considered for award.

05. Corrections

No erasures are permitted. If a correction is necessary, draw a single line through the entered figure and enter the corrected figure above it. Corrections must be initialed by the person signing the Bid.

06. Clarification and Addenda

Each bidder shall examine all Invitation for Bid documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries or suggestions, concerning interpretation, clarification, or additional information pertaining to the Invitation for Bid shall be made through the Division of Purchases in writing or through email. The Division of Purchases shall not be responsible for oral interpretations given by any City employee, representative, or others. The issuance of written addenda is the official method whereby interpretation, clarification, or additional information can be given.

It shall be the responsibility of each bidder, prior to submitting their Bid, to contact the Division of Purchases at phone number 417-864-1620, or to check the Purchasing website to determine if addenda were issued and to make such addenda a part of their Bid at:
<http://www.springfieldmo.gov/bids.aspx>

07. IFB Expenses

All expenses for making Bids to the City are to be borne by the bidder.

08. Irrevocable Offer

Any Bid may be withdrawn up until the due date and time set for opening of the IFB. Any Bid not so withdrawn shall, upon opening, constitute an irrevocable offer for a minimum period of 90 days to sell to the City the goods or services set forth in the IFB, until one or more of the Bids have been duly accepted by the City.

09. Responsive and Responsible Bidder

To be responsive, a bidder shall submit a Bid which conforms in all material respects to the requirements set forth in the Invitation for Bid. To be a responsible bidder, the bidder shall have the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment and credit which will ensure good faith performance. The lowest responsible bidder shall mean the bidder who makes the lowest Bid to sell goods or services of a quality which conforms closest to the quality of goods or services set forth in the specifications or otherwise required by the City and who is known to be fit and capable to perform the Bid as made.

10. Reserved Rights

The City reserves the right to make such investigations as it deems necessary to make the determination of the bidder's responsiveness and responsibility. Such information may include, but shall not be limited to: current financial statement, verification of availability of equipment and personnel, and past performance records.

11. The Right to Audit

The bidder agrees to furnish supporting detail as may be required by the City to support charges or invoices, to make available for audit purposes all records covering charges pertinent to the purchase, and to make appropriate adjustments in the event discrepancies are found. The cost of any audit will be paid by the City. The City shall have the right to audit the bidder's records pertaining to the work/product for a period of three (3) years after final payment.

12. Applicable Law

All applicable laws and regulations of the State of Missouri and the City including the City Procurement Regulations and Procedures will apply to

any resulting agreement, contract, or purchase order. Any involvement with the City Procurement shall be in accordance with the Procurement Regulations and Procedures.

13. Right to Protest

Appeals and remedies are provided for in the City Procurement Regulations. Protestors shall seek resolution of their complaints initially with the City Purchasing Agent.

Any protest shall state the basis upon which the solicitation or award is contested and shall be submitted within thirty (30) calendar days after such aggrieved person knew or could have reasonably been expected to know of the facts giving rise thereto.

14. Jurisdiction

This agreement and every question arising hereunder shall be construed or determined according to the laws of the State of Missouri. Should any part of this agreement be litigated, venue shall be proper only in the Circuit Court of Greene County, Missouri.

15. Ethical Standards

With respect to this IFB, if any bidder violates or is a party to a violation of the general ethical standards of the City Procurement Code or the State of Missouri Statutes, such bidder may be disqualified from furnishing the goods or services for which the Bid is submitted and shall be further disqualified from submitting any future Bids. A copy of the City's General Ethical Standards is available at the Division of Purchases.

16. Collusion

By offering a submission to this Invitation for Bid, the bidder certifies the bidder has not divulged, discussed, or compared the Bid with other bidders and has not colluded with any other bidder or parties to this IFB whatsoever. Also, the bidder certifies, and in the case of a joint Bid, each party thereto certifies as to their own organization, that in connection with this IFB:

- a. Any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other bidder or with any competitor.
- b. Any prices and/or cost data for this Bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the scheduled opening directly or indirectly to any other bidder or to any competitor.
- c. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a Bid for the purpose of restricting competition.
- d. The only person or persons interested in this Bid, principal or principals are named therein and that no person other than therein mentioned has any interest in this Bid or in the contract to be entered into.
- e. No person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee exempting bona fide employees or established commercial agencies maintained by the Purchaser for the purpose of doing business.

17. Liability and Indemnity

- a. In no event shall the City be liable to the Contractor for special, indirect, or consequential damages, except those caused by the City's gross negligence or willful or wanton misconduct arising out of or in any way connected with a breach of this contract. The maximum liability of the City shall be limited to the amount of money to be paid or received by the City under this contract.
- b. The Contractor shall defend, indemnify and save harmless the City, its elected or appointed officials, agents and employees from and against any and all liability, suits, damages, costs (including attorney fees), losses, outlays and expenses from claims in any manner caused by, or allegedly caused by, or arising out of, or connected with, this contract, or the work or any subcontract thereunder (the Contractor hereby assuming full responsibility for relations with subcontractors), including, but not limited to, claims for personal injuries, death, property damage, or for damages from the award of this contract to Contractor.
- c. The Contractor shall indemnify and hold the City harmless from all wages or overtime compensation due any employees in rendering services pursuant to this agreement or any subcontract, including payment of reasonable attorneys' fees and costs in the defense of any claim made under the Fair Labor Standards Act, the Missouri Prevailing Wage Law or any other federal or state law.

18. IFB Forms, Exceptions, Alternates

Bids must be submitted on attached City IFB forms, however additional information may be attached. Bidders must indicate any exceptions to the City's requested specifications and/or terms and conditions, on the IFB Affidavit of Compliance. **Taking exception to the specifications and/or terms and conditions MAY render a bidder's bid non-responsive and may remove it from consideration for award (depending on the bidder's noted exceptions).** All exceptions will be reviewed on a case by case basis. If no exceptions are noted Bidders must fully comply with the City requested specifications, requirements, and terms and conditions. By signing the Affidavit of Compliance without taking exception to this solicitation you are hereby agreeing to the City's terms and conditions as stated herein. If you disagree with any part of this document, you must state the exception on the Affidavit of Compliance. Additional terms and conditions submitted with your response without taking exception to the solicitation will not be considered and will not become a part of the contract if your bid is accepted.

19. Bid Form

All blank spaces must be completed with the appropriate response. The bidder must state the price, written in ink, for what is proposed to complete each item of the project. Bidders shall insert the words "no bid" in the space provided for an item for which no Bid is made. The bidder shall submit an executed Bid form, affidavit of compliance with other requested documents.

20. Modifications or Withdrawal of Bid

A modification for a Bid already received will be considered only if the modification is received prior to the time announced for opening of Bids. All

modifications shall be made in writing, executed, and submitted on the same form and manner as the original Bid. Modifications submitted by telephone, fax, or email will not be considered.

21. No Bid

If not submitting a Bid, respond by returning the "Statement of No Bid" no later than the stated Bid opening time and date, and explain the reason in the space provided.

22. Errors in Bids

Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting Bids; failure to do so will be at the bidder's own risk. Neither law nor regulations make allowance for errors either of omission or commission on the part of bidders. In case of error of extension of prices in the Bid, the unit price shall govern.

23. Prices Bid

Give both unit price and extended total. Price must be stated in units of quantity specified in the bidding specifications. In case of discrepancy in computing the amount of the Bid, the unit price of the Bid will govern. All prices shall be F.O.B. destination, freight prepaid and allowed, inside delivery (unless otherwise stated in special conditions). Each item must be bid separately and no attempt is to be made to tie any item or items in with any other item or items.

24. Payment Terms

Payment terms shall be Net 30 if not otherwise specified. Pre-payment terms are not acceptable. If a bidder offers a discount on payment terms, the discount time will be computed from the date of satisfactory delivery at place of acceptance and receipt of correct invoice at the office specified.

25. Invoices

All invoices must be received within one year after goods or services have been provided or invoices will be considered delinquent. The City of Springfield reserves the right to refuse payment of delinquent invoices unless prior arrangements have been made.

26. Discounts

Any and all discounts except cash discounts for prompt payments must be incorporated as a reduction in the Bid price and not shown separately. The price as shown on the Bid shall be the price used in determining award(s).

27. Descriptive Information

All equipment, materials, and articles incorporated in the product/work covered by this IFB are to be new and of suitable grade for the purpose intended. Brand or trade names referenced in specifications are for comparison purposes only. Bidders may submit Bids on items manufactured by other than the manufacturer specified when an "or equal" is stated.

28. Deviations to Specifications and Requirements

When bidding on an "or equal," Bids must be accompanied with all descriptive information necessary for an evaluation of the proposed material or equipment such as the detailed drawings and specifications, certified operation and test data, and experience records. Failure of any bidder to furnish the data necessary to determine whether the product is equivalent, may be cause for rejection of the specific item(s) to which it pertains. All deviations from the specifications must be noted in detail by the bidder on the Affidavit of Compliance form, at the time of submittal of Bid. The absence of listed deviations at the time of submittal of the Bid will hold the bidder strictly accountable to the specifications as written. Any deviation from the specifications as written and accepted by the City may be grounds for rejection of the material and/or equipment when delivered.

29. Samples (if required)

For certain types of procurements, samples may be required. If samples are required, it will be stated in the IFB. The following conditions and requirements apply to all samples submitted.

- a. The samples submitted by bidders on items for which they have received an award may be retained by the City until the delivery of contracted items is completed and accepted. Bidders whose samples are retained may remove them after delivery is accepted.
- b. Samples not retained must be removed as soon as possible after award has been made on the item or items for which the samples have been submitted. The City will not be responsible for such samples not removed by the bidder within 30 days after the award has been made. The City reserves the right to consume any or all samples for testing purposes.
- c. Bidders shall make all arrangements for delivery of samples to place designated as well as the removal of samples. Cost of delivery and removal of samples shall be borne by the bidder.
- d. All samples packages shall be marked "Sample for Division of Purchases" and each sample shall bear the name of the bidder, item number, Bid number, and shall be carefully tagged or marked in a substantial manner. Failure of the bidder to clearly identify samples as indicated may be considered sufficient reason for rejection of Bid.

30. Quality Guaranty

If any product delivered does not meet applicable specifications or if the product will not produce the effect that the bidder represents to the City, the bidder shall pick up the product from the City at no expense. Also, the bidder shall refund to the City any money which has been paid for same. The bidder will be responsible for attorney fees in the event the bidder defaults and court action is required.

31. Quality Terms

The City reserves the right to reject any or all materials if, in its judgment, the item reflects unsatisfactory workmanship, manufacturing, or shipping damages.

32. Tax-Exempt

The City is exempt from sales taxes and Federal Excise Taxes: Missouri Tax ID Number 12493651.

33. Awards

- a. *Unless otherwise stated in the Invitation for Bid, cash discounts for prompt payment of invoices will not be considered in the evaluation of prices. However, such discounts are encouraged to motivate prompt payment.*
- b. *As the best interest of the City may require, the right is reserved to make awards by item, group of items, all or none, or a combination thereof; to reject any and all Bids or waive any minor irregularity or technicality in Bids received.*
- c. *Awards will be made to the Bidder whose Bid (1) meets the specifications and all other requirements of the Invitation for Bid and (2) is the lowest and best Bid, considering price, delivery, responsibility of the bidder, and all other relevant factors.*

34. Authorized Product Representation

The successful bidder(s) by virtue of submitting the name and specifications of a manufacturer's product will be required to furnish the named manufacturer's product. By virtue of submission of the stated documents, it will be presumed by the City that the bidder(s) is legally authorized to submit and the successful bidder(s) will be legally bound to perform according to the documents.

35. Regulations

It shall be the responsibility of each bidder to assure compliance with OSHA, EPA, Federal, State of Missouri, and City rules, regulations, or other requirements, as each may apply.

36. Termination of Award

Any failure of the bidder to satisfy the requirements of the City shall be reason for termination of the award. Any Bid may be rejected in whole or in part for good cause when in the best interest of the City.

37. Royalties and Patents

The successful bidder(s) shall pay all royalties and license fees for equipment or processes in conjunction with the equipment being furnished. Bidder shall defend all suits or claims for infringement of any patent right and shall hold the City harmless from loss on account or cost and attorney's fees incurred.

38. Equal Employment Opportunity Clause

The City of Springfield, in accordance with the provision of Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all bidders that affirmatively ensure that in any contract entered into pursuant to this advertisement that minority businesses will be afforded full opportunity to submit Bids in response to this advertisement and will not be discriminated against on the grounds of race, color, or national origin in consideration for award.

39. Bid Tabulation

Bidders may request a copy of the bid tabulation of the Invitation for Bid.

40. Budgetary Constraints

The City reserves the right to reduce or increase the quantity, retract any item from the Bid, or upon notification, terminate entire agreement without any obligations or penalty based upon availability of funds.

41. Additional Purchases by Other Public Agencies

The bidder by submitting a Bid authorizes other public agencies to "Piggy-Back" or purchase equipment and services being proposed in this Invitation for Bid unless otherwise noted on the Affidavit of Compliance Form.

42. Order of Precedence

Any and all Special/General Conditions and Specifications attached hereto, which varies from the instruction to bidders, shall take precedence.

43. Affidavit for Service Contracts

The Bidder represents, in accordance with RSMO 285.530.2 that they have not employed, or subcontracted with, unauthorized aliens in connection with the scope of work to be done under the IFB and agrees to provide an affidavit to the City of Springfield affirming that they have not, and will not in connection with the IFB, knowingly employ, or subcontract with, any person who is an unauthorized alien.

44. Inspection and Acceptance

No item(s) received by the City pursuant to this contract shall be deemed accepted until the City has had reasonable opportunity to inspect the item(s). Any item(s) which are discovered to be defective or which do not conform to any warranty of the Seller upon inspection may be returned at the seller's expense for full credit or replacement. If at a later time, the defects were not ascertainable upon the initial inspection may also be returned at the Seller's expense for full credit or replacement. The City's return of defective items shall not exclude any other legal, equitable or contractual remedies the City may have.

45. Contract Documents

The agreement between the City of Springfield and the Contractor shall consist of (1) The Award Letter and/or the Purchase Order which embodies the requirements contained herein, (2) the Invitation for Bid, and any addenda thereto and, (3) the Contractor's bid proposal, as accepted, submitted in response to the Invitation for Bid. In the event of a conflict in language between the documents referenced above, the provisions and requirements set forth in the Invitation for Bid, and addenda thereto shall govern over the Contractor's bid proposal and addenda thereto. However, the City reserves the right to clarify any Contractual relationship in writing with the concurrence of the Contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the Invitation for Bid, or the Contractor's bid proposal. In all other matters not affected by the written clarification, if any, the Invitation for Bid, shall govern. The Contractor is cautioned that the proposal shall be subject to acceptance without further clarification. Any agreement, contract, or purchase order resulting from the acceptance of a Bid shall be on forms either supplied by or approved by the City.

**CITY OF SPRINGFIELD
TERMS AND CONDITIONS
IFB #073-2018**

1. **PURPOSE:** This document constitutes an Invitation for Bid from prospective bidders for the establishment of a term contract to provide Embroidered and Screen Printed Apparel, as required, for the City of Springfield, Missouri, in accordance with the requirements and provisions stated herein.
2. **CONTRACT TERM:** The contract term shall be for a period of one (1) year, as stated on the Notice of Award of the Contract. The City of Springfield shall have the right, at its sole option, to renew the contract for four (4) additional one-year periods. If the Contractor is unable to renew the contract, the City of Springfield shall be notified at least sixty (60) days prior to the end of the contract term or contract extension.
3. **ESCALATION/DE-ESCALATION:** Bid prices shall remain firm for a period of one (1) year from the date of award. The contract prices may be changed after the first year for the following reasons:

An increase or decrease in the supplier's cost of materials may be justification for price change; however, this shall not be construed in any way to increase vendor's margin of profit.

All written request for price increase must include backup documentation as to the nature of the increase and shall be submitted to the City Purchasing Agent at least 60 days prior to the scheduled price increase/decrease or renewal of contract. Approval of each request shall be by written confirmation from the City Purchasing Agent. If the City should consider said increase unwarranted or unreasonable, the City reserves the right to terminate the contract with the vendor. Any price decline at the manufacturer's level shall be reflected in an immediate reduction of the contract prices and the vendor shall notify the buyer of said decline.

4. **QUANTITIES:** The City will pay only for actual quantities ordered and received. Order size will vary. The average order placed is 6 to 12 each. There are approximately twelve (12) departments, each with their own logo. The City spends approximately \$120,000.00 annually on embroidered and screen printed apparel. This figure is an estimate and is not considered as a firm commitment to any specific volume of purchases.
5. **NEW:** The items shall be new and the manufacturer's standard model in current production shall comply with all performance specifications; including all standard functions and accessories as advertised or otherwise represented by the bidder and/or the manufacturer.
6. **"OR EQUAL":** If bidding an equal, Bidders must include along with their bid, specifications or information sufficient for a thorough evaluation. Failure to do so may be cause for rejection as non-compliant. **If the item bid differs from the specifications, exceptions must be listed on the Affidavit of Compliance.**
7. **DETERMINATION OF "OR EQUAL":** The City of Springfield reserves the right to make the sole determination of whether the "or equal" item meets or exceeds the specifications. The City reserves the right to require a demonstration of the "or equal" item offered for bid, as an alternative, prior to award to ensure compliance to the specifications stated herein.
8. **SAMPLES:** Samples may be requested. When requested, Bidders must make available to the City of Springfield, Division of Purchases, samples of the materials being bid within seven (7) days after a formal request is made, unless otherwise authorized. **DO NOT SEND SAMPLES UNTIL REQUESTED TO DO SO BY THE DIVISION OF PURCHASES.** All samples submitted shall be provided at no cost or obligation to the City. The City will notify Bidders after award for disposition of samples provided. All costs for return of samples shall be the responsibility of the Bidder. Samples not picked up within thirty (30) days from date of notice shall become the property of the City at no cost to the City.

9. **PRICE:** Bidders shall provide a base price for the apparel described and a price to add options to the base price such as a pocket, long sleeves, tall sizes, screening, embroidery, set-up, etc. The price for Police Academy Apparel shall include all screen printing of logos and names on the back of the shirts. Prices shall include all costs to deliver to the City of Springfield, including freight.
10. **SHIRT COLOR, LIMITATIONS AND EXCLUSIONS:** Shirt colors available shall be listed on the Bid Form - Proposal. Any exceptions such as limitation on colors in larger sizes, or if a color changes the fabric blend shall also be listed on the Bid Form - Proposal.
11. **ADDITIONAL ITEMS:** Bidders may submit with their bid a current catalog(s) of additional items offered to the City with discount off of current list price clearly marked on the cover of the catalog and on the Bid Form – Proposal page. The City may order additional items at the discount off of the current list price offered herein anytime within the contract period. **Usage of additional items is expected to be minimal therefore these discounts will not be part of the evaluation for award of the contract.**
12. **RESALE:** Some items may be for resale. Missouri State Resale Tax ID Number shall be provided to the awarded Contractor, if applicable.
13. **WARRANTY:** Contractor expressly warrants that all articles, materials and work covered by this contract will conform to each and every specification, drawing, sample or other description which is furnished to or is adopted by the City and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. Such warranty shall not be deemed waived either by reason of the City's acceptance of said material or goods or by payment for them.
14. **DELIVERY:** Apparel is provided to City employees and the public for special events and programs. Delivery is very important in helping the City meet our customer's needs. The City shall attempt to provide a minimum of fourteen (14) days notice for orders. Bidder shall submit delivery requirements on the Bid Form – Proposal. Bidder shall specify their policy and quickest possible delivery for rush purchases.

All items shall be delivered F.O.B. Destination, Freight Prepaid and Allowed, Inside Delivery to the department placing the order.

Acceptable delivery times are as follows: Monday through Friday 8:00 am – 5:00 pm with the exception of the lunch hour 12:00 pm – 1:00 pm and holidays. The City observes 9 scheduled holidays a year. The holiday schedule is as follows:

New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day

15. **CONTRACT DOCUMENTS:** The agreement between the City of Springfield and the Contractor shall consist of (1) The Award Letter and/or the Purchase Order which embodies the requirements contained herein, (2) the Invitation for Bid, and any addenda thereto and, (3) the Contractor's bid proposal, as accepted, submitted in response to the Invitation for Bid. In the event of a conflict in language between the documents referenced above, the provisions and requirements set forth in the Invitation for Bid, and addenda thereto shall govern over the Contractor's bid proposal and addenda thereto. However, the City reserves the right to clarify any Contractual relationship in writing with the concurrence of the Contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the Invitation for Bid, or the Contractor's bid proposal. In all other matters not affected by the written clarification, if any, the Invitation for Bid, shall govern. The Contractor is cautioned that the proposal shall be subject to acceptance without further clarification.

- 16. MODIFICATION OF CONTRACT:** The Scope of Work to be done under the Contract shall be subject to modification and supplementation upon the written agreement of the duly authorized representatives of the contracting parties. No provision in the Contract shall be changed or modified without the execution of an amendment to the Contract, mutually agreed to by the City and the Contractor and processed through the Division of Purchases. Upon request by the City, the Contractor shall provide an estimate of cost of any additional work or services to be incorporated by a modification to the Scope of Work and the Contract.
- 17. CHANGE ORDER:** No one can authorize any additions, deletions or changes to the work, before or during the contract, unless an approved change order has been issued by the Division of Purchases. The City will not be responsible for any additional charges unless an authorized change order has been issued.
- 18. ADD/DELETE ITEMS:** During the term of the contract, items may be added and/or deleted to this contract upon mutual agreement by both parties.
- 19. SUBSTITUTIONS:** The Contractor shall not substitute any item(s) that has been awarded to the Contractor without the prior written approval of the Division of Purchases. In the event an item becomes unavailable; the Contractor shall be responsible for providing a suitable substitute item. Any item substitution must be a replacement of the contracted item with a product of equal or better capabilities and quality, and with equal or lower pricing. The Division of Purchases shall be the final authority as to acceptability of any proposed substitution.
- 20. MEETINGS:** At the City's request the following meetings may be requested and must be attended as specified. Additional meetings may be required by the City as necessary to coordinate and discuss matters relating to the work.
- A. **Pre-Award Conference:** As scheduled by the City. Attendance by the City and the Contractor. The minimum agenda shall include: (1) review of scope of work, review of the Contractor's workload, personnel, equipment, experience, and Contractor's ability to perform these services. (2) any other business relating to work.
- B. **Progress Meeting:** Scheduled by the City. Attendance by the City and the Contractor. The minimum agenda shall include: (1) review of work in progress; (2) field observations; problems and decisions; (3) identification of problems which impede planned progress; (4) maintenance of progress schedule; (5) corrective measures to regain planned schedules; (6) maintenance of quality of work standards; and (7) any other business relating to work.
- 21. AUTHORIZATION:** The services of the Contractor shall commence only as authorized in writing by City Purchase Order or other written notice and shall be undertaken and completed as promised by the Contractor. The term of the contract shall be for the period specified in the Notice of Award of the Contract.
- 22. COORDINATION:** The Contractor shall fully coordinate its activities in the performance of the contract with the activities of the City.
- 23. TIME OF COMPLETION:** Notwithstanding the term of the Contract, the Contractor shall complete all work and provide all services in accordance with the schedule of time specified in the Invitation for Bid.
- 24. TERMINATION OF CONTRACT:**
- A. **For Breach:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner Contractor's obligations under this contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this contract, the City shall thereupon have the right to terminate this contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five (5) days before the effective day of such termination.

- B. **For Convenience:** The City shall have the right at any time by written notice to Contractor to terminate and cancel this contract, without cause, for the convenience of the City, and Contractor shall immediately stop work.

In either such event, all finished or unfinished documents, data, studies, reports, or other materials prepared by the Contractor shall, at the option of the City become its property. The Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any such breach of the contract by the Contractor.

25. APPROPRIATION OF FUNDS: In the event that funds are not appropriated by the Council of the City of Springfield for any term of the contract or extension thereto or portion of any term of the contract which falls in a fiscal period other than a fiscal period for which funds have been appropriated, the contract shall terminate without notice at the end of the fiscal period for which funds are appropriated.

26. FORCE MAJEURE: The Contractor shall not be held liable if the failure to perform under this contract arises out of causes beyond reasonable control of the Contractor. Causes may include, but are not limited to, acts of nature, fires, tornadoes, quarantine, strikes other than by Contractor's employees, or by any other force majeure event.

27. CONFLICTS:

- A. Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services to be performed under this contract. The Contractor further covenants that in the performance of this contract no person having such interest shall be employed.
- B. No salaried officer or employee of the City and no member of the City Council shall have a financial interest, direct or indirect, in this contract. A violation of this provision renders the contract void. Any federal regulations and applicable provisions in Section 105.450 et seq. RSMo. shall not be violated.

28. ASSIGNMENT: The Contractor shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation), without prior written consent of the City thereto. Provided, however, that claims for money due or to become due to the Contractor from the City under this Contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of such assignment or transfer shall be furnished in writing promptly to the City. Any such assignments is expressly subject to all rights and remedies of the City under this Agreement, including the right to change or delete activities from the Contract or to terminate the same as provided herein, and no such assignment shall require the City to give any notice to any such assignee of any actions which the City may take under this Agreement, though City will attempt to so notify any such assignee.

29. CONTRACTOR'S PERSONNEL:

- A. The Contractor represents that Contractor will secure, at Contractor's own expense, all personnel required to provide the goods and/or perform the services called for under this contract by Contractor. Such personnel shall not be employees of or have any Contractual relationship with the City except as employees of the Contractor. All of the services required hereunder will be performed by the Contractor or under Contractor's direct supervision and all personnel engaged in the work shall be fully qualified and shall be authorized under state and local law to perform such services. None of the work or services covered by this Contract shall be subcontracted without the written approval of the City

- B. The Contractor represents, in accordance with RSMo statute Section 285.530.2, that it has not employed, or subcontracted with, unauthorized aliens in connection with the scope of work to be done under the Contract and agrees to provide an affidavit to the City of Springfield affirming that it has not, and will not in connection with the Contract, knowingly employ, or subcontract with, any person who is an unauthorized alien.

30. SUBCONTRACTORS: All work shall be performed by the Contractor. No Subcontractors shall be used.

31. GENERAL INDEPENDENT CONTRACTOR CLAUSE: This agreement does not create an employee/employer relationship between the parties. It is the parties' intention that the Contractor will be an independent Contractor and not the City's employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, Missouri revenue and taxation laws, Missouri workers' compensation and unemployment insurance laws. The Contractor will retain sole and absolute discretion in the judgment of the manner and means of carrying out the Contractor's activities and responsibilities hereunder. The Contractor agrees that it is a separate and independent enterprise from the public employer, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This agreement shall not be construed as creating any joint employment relationship between the Contractor and the City, and the City will not be liable for any obligation incurred by the Contractor, including but not limited to unpaid minimum wages and/or overtime premiums.

32. CITY BENEFITS: The Contractor shall not be entitled to any of the benefits established for the employees of the City nor be covered by the Worker's Compensation Program of the City.

33. NON-DISCRIMINATION: The Contractor agrees in the performance of this contract not to discriminate on the ground or because of race, creed, color, national origin or ancestry, sex, religion, handicap, age, status as a protected veteran or status as a qualified individual with a disability, or political opinion or affiliation, against any employee of Contractor or applicant for employment and shall include a similar provision in all subcontracts let or awarded hereunder. The parties hereby incorporate the requirements of 41 C.F.R. §§ 60-1.4(a)(7), 29 C.F.R. Part 471, Appendix A to Subpart A, 41 C.F.R. § 60-300.5(a) and 41 C.F.R. § 60-741.5(a), if applicable.

- A. This contractor and subcontractor shall abide by the requirements of 41 C.F.R. § 60-300.5(a). This regulation prohibits discriminations against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.
- B. This contractor and subcontractor shall abide by the requirements of 41 C.F.R. § 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

34. CERTIFICATION OF NON-RESIDENT/FOREIGN CONTRACTORS: If the Contractor is a foreign corporation or non-resident Contractor, it is agreed that the Contractor shall procure and maintain during the life of this contract:

- A. A certificate of authority to transact business in the State of Missouri from the Secretary of State, unless exempt pursuant to the provisions of Section 351.572 RSMo.
- B. A certificate from the Missouri Director of Revenue evidencing compliance with the transient employer financial assurance law, unless exempt pursuant to the provisions of Section 285.230 RSMo.

- 35. EXCHANGE OF DATA:** All information, data, and reports in the City's possession and necessary for the carrying out of the work, shall be furnished to the Contractor without charge, and the parties shall cooperate with each other in every way possible in carrying out the scope of services.
- 36. CONFIDENTIAL INFORMATION:** Any reports, data, design or similar information given to or prepared or assembled by the Contractor under this contract which the City requests to be kept as confidential shall not be made available to any individual or organization by the Contractor without prior written approval of the City.
- 37. COMPLIANCE WITH LAWS:** Contractor agrees to comply with all applicable federal, state and local laws or rules and regulations applicable to the provision of services and products hereunder. Contractor affirmatively states that payment of all local, state, and federal taxes and assessments owed by Contractor is current.
- 38. SAFETY PRECAUTIONS:** The contractor shall maintain and enforce all necessary and adequate safety precautions for the protection of life and property on all work performed under the provisions of these Contract Documents. The contractor shall also comply with all regulatory agencies requirements for safety.
- 39. NON-EXCLUSIVE AGREEMENT:** This Invitation for Bid will result in a non-exclusive contract and the City reserves the right to purchase same or like materials and/or services from other sources as deemed necessary and appropriate.
- 40. ENTIRE AGREEMENT:** This agreement, including the terms and conditions contained or referenced herein, constitutes the entire agreement between the parties. No modification, amendment, or waiver of any of the provisions of this agreement shall be effective unless in writing specifically referring hereto.
- 41. WAIVER:** No provision of the contract documents shall be construed, expressly or by implication, as a waiver by the City of any existing or future right or remedy available by law in the event of any claim of default or breach of contract.
- 42. JURISDICTION:** This agreement and every question arising hereunder shall be construed or determined according to the laws of the State of Missouri. Should any part of this agreement be litigated, venue shall be proper only in the Circuit Court of Greene County, Missouri.
- 43. NOTICES:** All notices required or permitted hereunder and required to be in writing may be given by FAX or by first class mail addressed to City and Contractor at the addresses shown above. The date of delivery of any notice given by mail shall be the date falling on the third day after the day of its mailing. The date of delivery of notice by FAX transmission shall be deemed to be the date transmission occurs, except where the transmission is not completed by 5:00 p.m. on a regular business day at the terminal of the receiving party, in which case the date of delivery shall be deemed to fall on the next regular business day for the receiving party.
- 44. OCCUPATIONAL LICENSE:** The Contractor shall obtain and maintain an occupational license with the City of Springfield, Missouri, if required by city code and any required state or federal license. The cost for this occupational license shall be borne by the Contractor. **No contract will be executed by the City until this occupational license has been obtained.**
- 45. PURCHASING CARD PROGRAM:** The City has implemented a purchasing card program using the Visa network. Bidders may receive payment from the purchasing card in the same manner as other Visa purchases. Bidders should have the ability to accept Visa. City Departments will be encouraged to use purchasing cards to order from this annual contract. In the event the department does not use a purchasing card; a written purchase order will be issued.
- 46. INVOICES:** An original invoice shall be submitted and shall reference the contract number or purchase order number and contain full descriptive information of the items and/or services.

47. PAYMENT TERMS: Invoices shall be paid within thirty (30) days of receipt of a properly submitted invoice or the City's acceptance of items and/or services furnished, whichever is later, unless the City decides to take advantage of any prompt payment discount included in the bid. The City agrees to pay the Contractor in accordance with the prices set forth on the Bid Form – Proposal.

48. EXCEPTIONS TO SPECIFICATIONS: Bidders taking exception to any part or section of the specifications shall indicate such exceptions on the Affidavit of Compliance Form. Failure to indicate any exceptions, shall be interpreted as the bidder's intent to fully comply with the specifications as written. However, conditional or qualified bids with such exceptions, unless specifically allowed in the specifications, may be subject to rejection in whole or in part as nonresponsive.

49. REFERENCES: The bidder shall provide at least five (5) references; including company name, contact name, phone number, email address for jobs that have been completed within the last twenty-four (24) months. Include a brief summary of the services provided (see Reference Form).

50. MULTIPLE VENDORS: The City reserves the right to award the contract to multiple vendors.

51. BASIS FOR AWARD: Award will not be not be made on price alone. Other factors that will be considered besides the lowest price are:

- A. Compliance with bid specifications and requirements;
- B. Capability of Bidder to provide the product and/or service;
- C. Prior performance, experience, and references;
- D. Completeness of the Bid Form – Proposal;
- E. Questionnaire;
- F. Ease of placing orders and acceptance of Purchasing Cards;
- G. Delivery.

52. QUESTIONS: All questions regarding this bid should be submitted in writing to the Buyer, Denise Neuleib at dneuleib@springfieldmo.gov.

NOTICE: The City reserves the right to consider cooperative contracts, federal, state, municipal, etc., during the evaluation process. The City may utilize a cooperative contract in lieu of making an award, if in the City's best interest.

**CITY OF SPRINGFIELD
SPECIFICATIONS
IFB #073-2018**

1. **SCOPE OF WORK:** Contractor shall provide all personnel, equipment, supplies, transportation, licenses, permits, taxes, freight and all other items necessary to provide Embroidered and Screen Printed Apparel for employee wear, special events, and resale, as required, during the term of the contract for the City of Springfield, Missouri. The City spends approximately \$120,000.00 annually. Most departments use their purchasing cards to place orders.
2. **ARTWORK:**
 - A. It is estimated that the City will provide artwork on 90% of all orders placed. Currently, a majority of the City's departments produce their artwork in Illustrator 9.0 on PC's. The Contractor shall be able to work with that software as necessary and not lessen the quality, registration, etc.
 - B. Contractor must have a graphic designer onsite to create and provide artwork when needed.
 - C. All artwork shall remain the property of the City of Springfield. Any artwork created by the Contractor shall become property of the City of Springfield upon payment.
 - D. All artwork created by the Contractor must be approved by the City's ordering department **prior** to production.
3. **SCREEN PRINTING:** The screening process must be able to successfully complete repeated laundry cycles without significant cracking, peeling, or loss of ink from screened areas. Apparel that does not comply with these criteria shall be replaced/exchanged at Contractor's expense.
4. **INK:** The ink must be applied in sufficient quantity to completely cover the color of the shirt. The City will not pay for multiple passes to achieve this coverage.
5. **SET-UP CHARGE:** Contractor shall charge one (1) set-up fee per logo/design. Future and/or repeat orders of a prior purchase shall NOT be subject to a set-up charge.
6. **POLICE ACADEMY APPAREL REQUIREMENTS:** The price for the Police Academy Apparel shall include all screen printing of logos and names on the back of the shirt. Price shall include all costs to deliver to the City of Springfield, including freight.
 - A. **T-Shirt, Short Sleeve:** Gildan 2000, Ash Gray, 6 oz. 100% Cotton/Poly, 2-3/4" Black Logo on Left Chest and Name Screen Printed on Back in 2" Black Letters
 - B. **T-Shirt, Long Sleeve:** Gildan 2000, Ash Gray, 6 oz. 100% Cotton/Poly, 2-3/4" Black Logo on Left Chest and Name Screen Printed on Back in 2" Black Letters
 - C. **Sweatshirt, Crewneck:** Gildan 12000, Black with 2-3/4" Gold Logo on Left Chest
 - D. **Sweatpants:** Gildan 18200, Black with 2-3/4" Gold Logo on Left Front Thigh
 - E. **Shorts:** Sport Tek ST510, Black Mesh with 2-3/4" Gold Logo on Left Front Thigh
7. **SPRINGFIELD LASERS REQUIREMENTS:**
 - A. Contractor shall have the ability to do heat transfer or iron-on logo work on collar shirts.

**CITY OF SPRINGFIELD
 BID FORM – PROPOSAL
 IFB #073-2018**

SUBMITTED BY _____
 (Company Name)

Pursuant to and in accordance with the above stated Invitation for Bid, the undersigned hereby declares that they have examined the IFB documents and specifications for the item(s) listed below.

The undersigned proposes and agrees, if their Bid is accepted to furnish the item(s) submitted below, including delivery to Springfield, Missouri in accordance with the delivery schedule indicated below and according to the prices products/services information submitted.

Type/Size	Manufacturer/Model No.	Manufacturer/Model No./Fabric Weight.	Unit Price Per Shirt
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ITEM 1: HEAVY COTTON T-SHIRT: Short Sleeve, 5.3 oz., White, 100% Cotton			
Youth XS-XL	Gildan 5000B		\$
Adult S-XL	Gildan 5000		\$
Adult 2XL	Gildan 5000		\$
Adult 3XL	Gildan 5000		\$
Adult 4XL	Gildan 5000		\$
Adult 5XL	Gildan 5000		\$
Cost Difference (+/-) for Color Shirt	Gildan 5000		\$
Cost Difference (+/-) for Long Sleeves	Gildan 5400		\$
List Colors Available:			
List any limitations or exclusions to the above:			

ITEM 2: ULTRA COTTON T-SHIRT: Short Sleeve, 6.1 oz., White, 100% Cotton			
Youth XS-XL	Gildan 2000B		\$
Adult S-XL	Gildan 2000		\$
Adult 2XL	Gildan 2000		\$
Adult 3XL	Gildan 2000		\$
Adult 4XL	Gildan 2000		\$
Adult 5XL	Gildan 2000		\$
Cost Difference (+/-) for Color Shirt	Gildan 2000		\$
Cost Difference (+/-) for Pocket	Gildan 2300		\$
Cost Difference (+/-) for Long Sleeves	Gildan 2400		\$
Cost Difference (+/-) for Tall Shirt	Gildan 2000T		\$
List Colors Available:			
List any limitations or exclusions to the above:			

Type/Size	Manufacturer/Model No.	Manufacturer/Model No./Fabric Weight.	Unit Price Per Shirt
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ITEM 3: COOLING PERFORMANCE CREW T-SHIRT: Short Sleeve, 4.0 oz., 100% Polyester			
Adult S-XL	A4 N3142		\$
Adult 2XL	A4 N3142		\$
Adult 3XL	A4 N3142		\$
Adult 4XL	A4 N3142		\$
Cost Difference (+/-) for Long Sleeves	A4 N3165		\$
List Colors Available:			
List any limitations or exclusions to the above:			

ITEM 4: POSICHARGE COMPETITOR T-SHIRT: Short Sleeve, 3.8 oz., 100% Polyester			
Adult S-XL	Sport-Tek ST350		\$
Adult 2XL	Sport-Tek ST350		\$
Adult 3XL	Sport-Tek ST350		\$
Adult 4XL	Sport-Tek ST350		\$
Cost Difference (+/-) for Long Sleeves	Sport-Tek ST350LS		\$
List Colors Available:			
List any limitations or exclusions to the above:			

ITEM 5: MEN'S ESSENTIAL T-SHIRT: Short Sleeve, 6.1 oz., 100% Soft Spun Cotton (No Pocket)			
Men's, S-XL	Port & Company PC61		\$
Men's, 2XL	Port & Company PC61		\$
Men's, 3XL	Port & Company PC61		\$
Men's, 4XL	Port & Company PC61		\$
Men's, 5XL	Port & Company PC61		\$
Men's, 6XL	Port & Company PC61		\$
Cost Difference (+/-) for Long Sleeves	Port & Company PC61LS		\$
Cost Difference (+/-) for Tall Shirt	Port & Company PC61LST		\$
List Colors Available:			
List any limitations or exclusions to the above:			

Type/Size	Manufacturer/Model No.	Manufacturer/Model No./Fabric Weight.	Unit Price Per Shirt
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ITEM 6: WOMEN'S HEAVY COTTON T-SHIRT, MISSY FIT: 5.3 oz., 100% Preshrunk Cotton

Women's Short Sleeve, S-XL	Gildan G500L		\$
Women's Short Sleeve, 2X	Gildan G500L		\$
Women's Short Sleeve, 3X	Gildan G500L		\$
Women's V-Neck, Short Sleeve, S-XL	Gildan G500VL		\$
Women's V-Neck, Short Sleeve, 2X	Gildan G500VL		\$
Women's V-Neck, Short Sleeve, 3X	Gildan G500VL		\$

List Colors Available:

List any limitations or exclusions to the above:

ITEM 7: WOMEN'S ULTRA COTTON T-SHIRT: Short Sleeve, 6.1 oz., 100% Cotton Preshrunk Jersey Knit

Women's, S-XL	Gildan G200L		\$
Women's, 2X	Gildan G200L		\$
Women's, 3X	Gildan G200L		\$

List Colors Available:

List any limitations or exclusions to the above:

ITEM 8: WOMEN'S CLASSIC LONG SLEEVE T-SHIRT, SLIGHTLY TAPERED FIT: 5.3 oz., 100% Preshrunk Cotton

Women's, S-XL	Gildan G5400L		\$
Women's, 2X	Gildan G5400L		\$
Women's, 3X	Gildan G5400L		\$

List Colors Available:

List any limitations or exclusions to the above:

Type/Size	Manufacturer/Model No.	Manufacturer/Model No./Fabric Weight.	Unit Price Per Shirt
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ITEM 9: CREW NECK SWEATSHIRT: 8.0 oz., 50% Cotton/50% Polyester

Youth XS-XL	Gildan 18000B		\$
Adult S-XL	Gildan 18000		\$
Adult 2XL	Gildan 18000		\$
Adult 3XL	Gildan 18000		\$
Adult 4XL	Gildan 18000		\$
Adult 5XL	Gildan 18000		\$
9.3 oz. Sweatshirt	Gildan 12000		\$

List Colors Available:

List any limitations or exclusions to the above:

ITEM 10: HOODED SWEATSHIRT WITH KANGAROO POCKET: 8.0 oz., 50% Cotton/50% Polyester

Youth XS-XL	Gildan 18500B		\$
Adult S-XL	Gildan 18500		\$
Adult 2XL	Gildan 18500		\$
Adult 3XL	Gildan 18500		\$
Adult 4XL	Gildan 18500		\$
Adult 5XL	Gildan 18500		\$
9.3oz Sweatshirt	Gildan 12500		\$

List Colors Available:

List any limitations or exclusions to the above:

ITEM 11: HOODED SWEATSHIRT WITH FULL METAL ZIPPER: 9.7 oz., 90% Cotton/10% Polyester

Adult S-XL	Hanes F280		\$
Adult 2XL	Hanes F280		\$
Adult 3XL	Hanes F280		\$
Adult 4XL	Gildan 18600		\$
Adult 5XL	Gildan 18600		\$
9.3 oz. Sweatshirt	Gildan 12600		\$

List Colors Available:

List any limitations or exclusions to the above:

Type/Size	Manufacturer/Model No.	Manufacturer/Model No./Fabric Weight.	Unit Price Per Shirt
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ITEM 12: SAFETY T-SHIRT: Short Sleeve, 6.0 oz., 50% Cotton/50% Polyester, Safety Green or Safety Orange			
Adult S-XL	Gildan 2000		\$
Adult 2XL	Gildan 2000		\$
Adult 3XL	Gildan 2000		\$
Adult 4XL	Gildan 2000		\$
Adult 5XL	Gildan 2000		\$
2" Reflective Stripes	CS401		\$
Cost Difference (+/-) for Pocket	Gildan 2300		\$
Cost Difference (+/-) for Long Sleeves	Gildan 2400		\$
List Colors Available:			
List any limitations or exclusions to the above:			

ITEM 13: SAFETY CREW NECK SWEATSHIRT: 9.0 oz., Safety Green or Safety Orange			
Adult S-XL	Gildan 12000		\$
Adult 2XL	Gildan 12000		\$
Adult 3XL	Gildan 12000		\$
Adult 4XL	Jerzees 996		\$
List Colors Available:			
List any limitations or exclusions to the above:			

ITEM 14: SAFETY HOODED SWEATSHIRT WITH KANGAROO POCKET: 9.0 oz., Safety Green or Safety Orange			
Adult S-XL	Gildan 12500		\$
Adult 2XL	Gildan 12500		\$
Adult 3XL	Gildan 12500		\$
2" Reflective Stripes	Vinatronics V7068		\$
List Colors Available:			
List any limitations or exclusions to the above:			

Type/Size	Manufacturer/Model No.	Manufacturer/Model No./Fabric Weight.	Unit Price Per Shirt
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ITEM 15: SAFETY HOODED SWEATSHIRT WITH FULL METAL ZIPPER: 9.0 oz., Safety Green or Safety Orange

Adult S-XL	Gildan 12600		\$
Adult 2XL	Gildan 12600		\$
Adult 3XL	Gildan 12600		\$
2" Reflective Stripes	Vinatronics V7054		\$

List Colors Available:

List any limitations or exclusions to the above:

ITEM 16: DRI-FIT POLO STYLE: Short Sleeves, 3.8 oz., 100% Polyester

Women's, S-XL	Sport-Tek L469		\$
Women's, 2XL	Sport-Tek L469		\$
Women's, 3XL	Sport-Tek L469		\$
Men's, S-XL	Sport-Tek K469		\$
Men's, 2XL	Sport-Tek K469		\$
Men's, 3XL	Sport-Tek K469		\$
Men's, 4XL	Sport-Tek K469		\$
Cost Difference (+/-) for Tall Shirt	Sport-Tek TK469		\$

List Colors Available:

List any limitations or exclusions to the above:

ITEM 17: POLO STYLE: Short Sleeves, 5.6 oz., 50% Cotton/50% Polyester

Women's, S-XL	Jerzees 437W		\$
Women's, 2XL	Jerzees 437W		\$
Women's, 3XL	Jerzees 437W		\$
Men's, S-XL	Jerzees 437M		\$
Men's, 2XL	Jerzees 437M		\$
Men's, 3XL	Jerzees 437M		\$
Men's, 4XL	Jerzees 437M		\$
Cost Difference (+/-) for Pocket	Jerzees 436 (Men's Only)		\$
Cost Difference (+/-) for Long Sleeves	Jerzees 437L		\$

List Colors Available:

List any limitations or exclusions to the above:

Type/Size	Manufacturer/Model No.	Manufacturer/Model No./Fabric Weight.	Unit Price Per Shirt
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ITEM 18: PIQUE POLO STYLE, SPORT SHIRT: Short Sleeves, 5.0 oz., 35% Cotton/65% Polyester

Women's, S-XL	Port Authority L500		\$
Women's, 2XL	Port Authority L500		\$
Women's, 3XL	Port Authority L500		\$
Men's, S-XL	Port Authority K500		\$
Men's, 2XL	Port Authority K500		\$
Men's, 3XL	Port Authority K500		\$
Men's, 4XL	Port Authority K500		\$
Cost Difference (+/-) for Pocket	Port Authority K500P		\$
Cost Difference (+/-) for Tall Shirt	Port Authority TLK500		\$

List Colors Available:

List any limitations or exclusions to the above:

ITEM 19: POSICHARGE MICRO-MESH COLORBLOCK POLO STYLE: Short Sleeves, No Pocket, 4.0 oz., 100% Polyester

Women's, S-XL	Sport-Tek LST685		\$
Women's, 2XL	Sport-Tek LST685		\$
Women's, 3XL	Sport-Tek LST685		\$
Men's, S-XL	Sport-Tek ST685		\$
Men's, 2X	Sport-Tek ST685		\$
Men's, 3X	Sport-Tek ST685		\$

List Colors Available:

List any limitations or exclusions to the above:

ITEM 20: POSICHARGE ACTIVE TEXTURED COLORBLOCK POLO STYLE: Short Sleeves, No Pocket, 3.4oz., 100% Polyester

Men's, S-XL	Sport-Tek ST695		\$
Men's, 2XL	Sport-Tek ST695		\$
Men's, 3XL	Sport-Tek ST695		\$

List Colors Available:

List any limitations or exclusions to the above:

Type/Size	Manufacturer/Model No.	Manufacturer/Model No./Fabric Weight.	Unit Price Per Shirt
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ITEM 21: EASY CARE SHIRT: Short Sleeves, Pocket (Women's shirt does not have pocket), 4.5 oz., 55/45 Cotton/Poly

Women's, S-XL	Port Authority L508		\$
Women's, 2XL	Port Authority L508		\$
Women's, 3XL	Port Authority L508		\$
Cost Difference (+/-) for 3/4 Sleeves	Port Authority L612		\$
Cost Difference (+/-) for Long Sleeves	Port Authority L608		\$
Men's, S-XL	Port Authority S508		\$
Men's, 2X	Port Authority S508		\$
Men's, 3X	Port Authority S508		\$
Cost Difference (+/-) for Tall Shirt	Port Authority TLS508		\$
Cost Difference (+/-) for Long Sleeves	Port Authority S608		\$
Cost Difference (+/-) for Tall Shirt	Port Authority TLS608		\$

List Colors Available:

List any limitations or exclusions to the above:

ITEM 22: STAIN RELEASE POPLIN SHIRT: Short Sleeves, Pocket (Women's shirt does not have pocket), 5.5 oz., 65/35 Poly/Cotton

Women's, S-XL	Blue Generation BG6216S		\$
Women's, 2XL	Blue Generation BG6216S		\$
Women's, 3XL	Blue Generation BG6216S		\$
Cost Difference (+/-) for Long Sleeves	Blue Generation BG6216		
Men's, S-XL	Blue Generation BG7216S		\$
Men's, 2X	Blue Generation BG7216S		\$
Men's, 3X	Blue Generation BG7216S		\$
Cost Difference (+/-) for Tall Shirt	Blue Generation BG7216ST		\$
Cost Difference (+/-) for Long Sleeves	Blue Generation BG7216		
Cost Difference (+/-) for Tall Shirt	Blue Generation BG7216T		

List Colors Available:

List any limitations or exclusions to the above:

ITEM 23: TEFLON TREATED TWILL SHIRT: Short Sleeves, Pocket with Pencil Compartment, 6.5 oz., 65/35 Poly/Cotton

Men's, S-XL	Blue Generation BG7217S		\$
Men's, 2XL	Blue Generation BG7217S		\$
Men's, 3XL	Blue Generation BG7217S		\$
Cost Difference (+/-) for Long Sleeves	Blue Generation BG7217		\$
Cost Difference (+/-) for Tall Shirt	Blue Generation BG7217T		\$

List Colors Available:

List any limitations or exclusions to the above:

Type/Size	Manufacturer/Model No.	Manufacturer/Model No./Fabric Weight.	Unit Price Per Shirt
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ITEM 24: HEAVY TWILL SHIRT: Short Sleeves, Pocket (Women's shirt does not have pocket), 6.5 oz., 100% Cotton

Women's, S-XL	Blue Generation BG6213S		\$
Women's, 2XL	Blue Generation BG6213S		\$
Women's, 3XL	Blue Generation BG6213S		\$
Cost Difference (+/-) for Long Sleeves	Blue Generation BG6213		\$
Men's, S-XL	Blue Generation BG8213S		\$
Men's, 2XL	Blue Generation BG8213S		\$
Men's, 3XL	Blue Generation BG8213S		\$
Men's, 4XL	Blue Generation BG8213S		\$
Cost Difference (+/-) for Long Sleeves	Blue Generation BG8213		\$
Cost Difference (+/-) for Tall Shirt	Blue Generation BG8213T		\$

List Colors Available:

List any limitations or exclusions to the above:

ITEM 25: DENIM SHIRT: Short Sleeves, Pocket, 7.0 oz., 100% Cotton

Women's, S-XL	Blue Generation BG8202S		\$
Women's, 2XL	Blue Generation BG8202S		\$
Women's, 3XL	Blue Generation BG8202S		\$
Cost Difference (+/-) for Long Sleeves	Blue Generation BG8202		\$
Men's, S-XL	Blue Generation BG8206S		\$
Men's, 2XL	Blue Generation BG8206S		\$
Men's, 3XL	Blue Generation BG8206S		\$
Men's, 4XL	Blue Generation BG8206S		\$
Cost Difference (+/-) for Long Sleeves	Blue Generation BG8206		\$

List Colors Available:

List any limitations or exclusions to the above:

Type/Size	Manufacturer/Model No.	Manufacturer/Model No./Fabric Weight.	Unit Price Per Shirt
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ITEM 26: FLEECE JACKET –QUARTER ZIP PULLOVER: 13.8 oz., 100% Polyester, Reverse Coil Zipper, Open Cuffs, Open Hem with Drawcord and Toggles for Adjustability, Front Zippered Pockets

Adult S-XL	Port Authority F218		\$
Adult 2XL	Port Authority F218		\$
Adult 3XL	Port Authority F218		\$
Adult 4XL	Port Authority F218		\$

List Colors Available:

List any limitations or exclusions to the above:

ITEM 27: FLEECE JACKET – FULL ZIP: 13.8 oz., 100% Polyester, Reverse Coil Zipper, Open Cuffs, Open Hem with Drawcord and Toggles for Adjustability, Front Zippered Pockets

Adult S-XL	Port Authority F217		\$
Adult 2XL	Port Authority F217		\$
Adult 3XL	Port Authority F217		\$
Adult 4XL	Port Authority F217		\$

List Colors Available:

List any limitations or exclusions to the above:

ITEM 28: FLEECE VEST – FULL ZIP: 13.8 oz., 100% Polyester, Reverse Coil Zipper, Open Cuffs, Open Hem with Drawcord and Toggles for Adjustability, Front Zippered Pockets

Adult S-XL	Port Authority F219		\$
Adult 2XL	Port Authority F219		\$
Adult 3XL	Port Authority F219		\$
Adult 4XL	Port Authority F219		\$

List Colors Available:

List any limitations or exclusions to the above:

Type/Size	Manufacturer/Model No.	Manufacturer/Model No./Fabric Weight.	Unit Price Per Shirt
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ITEM 29: MICRO-FLEECE JACKET – HALF ZIP: 7.5 oz., 100% Polyester Micro-Fleece, Clear Coil Zipper, Open Cuffs and Hem, No Pockets

Adult S-XL	Port Authority F224		\$
Adult 2XL	Port Authority F224		\$
Adult 3XL	Port Authority F224		\$
Adult 4XL	Port Authority F224		\$

List Colors Available:

List any limitations or exclusions to the above:

ITEM 30: MICRO-FLEECE JACKET – FULL ZIP: 7.5 oz., 100% Polyester Micro-Fleece, 100% Polyester Tricot Pockets, Non-Zippered Front Pockets, Open Cuffs and Hem

Adult S-XL	Port Authority F223		\$
Adult 2XL	Port Authority F223		\$
Adult 3XL	Port Authority F223		\$
Adult 4XL	Port Authority F223		\$

List Colors Available:

List any limitations or exclusions to the above:

ITEM 31: MICRO-FLEECE VEST – FULL ZIP: 7.5 oz., 100% Polyester Micro-Fleece, 100% Polyester Tricot Pockets, Clear Coil Zipper, Non-Zippered Front Pockets, Open Hem

Adult S-XL	Port Authority F226		\$
Adult 2XL	Port Authority F226		\$
Adult 3XL	Port Authority F226		\$
Adult 4XL	Port Authority F226		\$

List Colors Available:

List any limitations or exclusions to the above:

ITEM 32: CAPS AND HATS

Type/Size	Manufacturer/ Model No.	Manufacturer/Model No.	Unit Price Per Cap/Hat
Cap: Structured, 6-Panel, Mid to Low Profile, Hook/Loop Tape Closure, Brushed Twill Cotton	BTP-100		\$
Cap: Structured, 6-Panel, Mid to Low Profile, Tuck Strap with Slide Closure, Heavy Brushed Cotton Twill	GL-651		\$
Cap: Unstructured, Low Profile, Tuck Strap with Slide Closure, Pigment Dyed Cotton Twill	PDT-750		\$
Cap: Unstructured, 6-Panel, Low Profile, Tuck Strap with Slide Closure, Washed Cotton Twill	GWT-111		\$
Cap: Structured, 5-Panel, Mid to Low Profile, Plastic Snap Closure, Cotton Twill	GL-455		\$
Cap: Structured, Hi-Vis, 6-Panel, Mid to Low Profile, Hook/Loop Tape Closure, Polyester in Safety Orange and Safety Yellow	SAF-100		\$
Cap: Lightly Structured, Hi-Vis, 6-Panel, Mid Profile, Hook/Loop Tape Closure, 100% Fluorescent Polyester in Safety Orange and Safety Yellow	C836		\$
Hat: Beanie with 3M Reflective Stripe, 100% Acrylic in Safety Orange and Safety Yellow	CS800		\$
Hat: Beanie with Acrylic Superstretch Knit in Safety Orange, Safety Yellow, Black and Navy	KN-550		\$

ITEM 33: SCREEN PRINTING AND EMBROIDERY CHARGES:

Screen Printing Set-Up Charge	\$
Color Screen: Per Location, First Color	\$
Color Screen: Per Location, Additional Colors	\$
Embroidery Fee: Digitizing Set-Up per 1000 Stitches	\$
Embroidery Fee: Per 1000 Stitches	\$
Minimum Order Charge for Embroidery	\$
Artwork Design	\$
Other Charges (Please specify): _____ _____	\$ _____ \$ _____
Will you screen print and/or embroider garments not purchased from the contract? Yes or No. If yes, do the fees vary from those listed herein? If so, list the applicable fees. _____ _____	\$ _____ \$ _____
Minimum quantity required, if any, for any one order for Screen Printing.	
Minimum quantity required, if any, for any one order for Embroidery.	
Additional Items: Specify discount off of current list price for items not listed herein.	%
Delivery: Specify the number of calendar days after receipt of approved artwork.	

ITEM 34: POLICE ACADEMY APPAREL (NO SUBSTITUTIONS)

PRICE: The price for Police Academy Apparel shall include all screen printing of logos and names on the back of the shirts. Price shall include all costs to deliver to the City of Springfield, including freight.

Type/Size	Manufacturer/Model No.	Manufacturer/Model No./Fabric Weight.	Unit Price
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T-SHIRT: Gildan Ultra Cotton Short Sleeve T-Shirt, 6.0 oz., 99% Cotton/1% Polyester, Ash Gray			
Adult S-XL	Gildan 2000 as specified		\$
Adult 2XL	Gildan 2000 as specified		\$

T-SHIRT: Gildan Ultra Cotton Long Sleeve T-Shirt, 6.0 oz., 99% Cotton/1% Polyester, Ash Gray			
Adult S-XL	Gildan 2400 as specified		\$
Adult 2XL	Gildan 2400 as specified		\$

SWEATSHIRT: Gildan Ultra Cotton Long Sleeve Sweatshirt, 8.0 oz., 50% Cotton/50% Polyester, Black			
Adult S-XL	Gildan 12000 as specified		\$
Adult 2XL	Gildan 12000 as specified		\$

SWEATPANTS: Gildan Heavy Blend Sweatpants, 8.0 oz., 50% Cotton/50% Polyester, Black			
Adult S-XL	Gildan 18200 as specified		\$
Adult 2XL	Gildan 18200 as specified		\$

SHORTS: Sport-Tek PosiCharge Classic Mesh Shorts, 3.6 oz., 100% Polyester Mesh with PosiCharge, Black			
Adult S-XL	Sport-Tek ST510 as specified		\$
Adult 2XL	Sport-Tek ST510 as specified		\$

DELIVERY: F.O.B. DESTINATION, FREIGHT PREPAID AND ALLOWED, INSIDE DELIVERY

ACCEPT VISA P-CARD: YES _____ NO _____

Prompt Payment Discount _____ % _____ Days, Net _____ Days

**CITY OF SPRINGFIELD
QUESTIONNAIRE
IFB #073-2018**

- 1. How long has your company been in the embroidery and screen printing business? _____ Years

- 2. Specify your standard turn around after receipt of approved artwork and how you handle and charge for rush purchases. _____

- 3. What software do you use? _____

- 4. What are your design capabilities and in what format do you provide proofs? _____

- 5. Describe your facility's capabilities. _____

- 6. Describe how/why you can handle the City's volume and various needs? _____

- 7. Do you have the ability to do heat transfer or iron-on logo work on collar shirts? _____

- 8. List any other exceptional experience, special tools, special equipment, special services, qualifications, or any other information you would like for us to know about your company as we consider your bid. (Use additional sheets as necessary.) _____

**CITY OF SPRINGFIELD
REFERENCE FORM
IFB #073-2018**

1. Company Name: _____
Contact Name: _____
Phone Number: _____
Email Address: _____
Number of Years: _____
Brief Summary of the Services Provided: _____

2. Company Name: _____
Contact Name: _____
Phone Number: _____
Email Address: _____
Number of Years: _____
Brief Summary of the Services Provided: _____

3. Company Name: _____
Contact Name: _____
Phone Number: _____
Email Address: _____
Number of Years: _____
Brief Summary of the Services Provided: _____

4. Company Name: _____
Contact Name: _____
Phone Number: _____
Email Address: _____
Number of Years: _____
Brief Summary of the Services Provided: _____

5. Company Name: _____
Contact Name: _____
Phone Number: _____
Email Address: _____
Number of Years: _____
Brief Summary of the Services Provided: _____

Notice and Instructions to Bidders/Vendors
Regarding Sections 285.525 through 285.550 RSMo, Effective January 1, 2009 and Section 292.675
RSMo, Effective August 28, 2009

Effective January 1, 2009 and pursuant to the State of Missouri's RSMo 285.530 (1), No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state (e.g., Greene County, Mo.) to a business entity, the business entity (Company) shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMo 285.530 (2)]

RSMo 285.530 pertains to all solicitations for services over \$5,000. RSMo 285.530 does not apply to solicitations for goods only. If a solicitation is for services and goods, RSMo 285.530 applies if the services portion of the solicitation is over \$5,000.

1. Affidavit for Service Contracts over \$5,000.00 (US) – Effective 1-1-2009, Company shall comply with the provisions of Section 285.525 through 285.550 RSMo. Contract award is contingent on Company providing an acceptable notarized affidavit stating:

- a. that Company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and
- b. that Company does not knowingly employ any person who is an unauthorized alien in connection the contracted services.

2. Additionally, Company must provide documentation evidencing current enrollment in a federal work authorization program (e.g. electronic signature page from E-Verify Program's Memo of Understanding (MOU)). *See attached sample.*

The City of Springfield encourages companies that are not already enrolled and participating in a federal work authorization program to do so. E-Verify is an example of this type of program. Information regarding E-Verify is available at <http://www.uscis.gov/e-verify> or by calling **888-464-4218**.

**Affidavit of Compliance with Section 285.500, RSMo, et seq.
For All Agreements Providing Services In Excess Of \$5,000.00.
Effective January 1, 2009**

STATE OF _____)

) ss.

COUNTY OF _____)

Before me, the undersigned Notary Public, in and for the County of _____,

State of _____, personally appeared _____ (Name)

who is _____ (Title) of _____

(Name of company), a (circle one) corporation, partnership, sole proprietorship, limited liability company, and is competent and authorized to make this affidavit, and being duly sworn upon oath deposes and says as follows:

- (1) that said company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and
- (2) that said company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

The terms used in this affidavit shall have the meaning set forth in Section 285.500 RSMo, et seq.

Documentation of participation in a federal work authorization program is attached to this affidavit.

Signature _____

Print Name: _____

Subscribed and sworn to before me this ____ day of _____, _____.

Notary Public

My commission expires: _____

Company ID Number: XXXXXX

The foregoing constitutes the full agreement on this subject between the SSA, DHS (Department of Homeland Security), and the Employer.

The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify Operations at 888-464-4218.

Employer, Your Company Name

John Doe

Name (Please type or print)

Title

Electronically Signed

01/01/2009

Signature

Date

Verification

Department of Homeland Security –Division

USCIS Verification Division

Name (Please type or print)

Title

Electronically Signed

01/01/2009

Signature

Sample
Memo of Understanding - MOU
E-Verify
Electronic Signature Page

**CITY OF SPRINGFIELD
STATEMENT OF "NO BID"
IFB #073-2018**

RETURN THIS PAGE ONLY IF YOUR COMPANY PROVIDES THE PRODUCTS/SERVICES BEING BID AND DECLINES TO DO SO.

WE, THE UNDERSIGNED, HAVE DECLINED TO BID ON YOUR **IFB #073-2018** FOR **EMBROIDERED AND SCREEN PRINTED APPAREL** FOR THE FOLLOWING REASON(S):

- _____ SPECIFICATIONS ARE TOO "TIGHT," I.E. GEARED TOWARD ONE BRAND OR MANUFACTURER ONLY (PLEASE EXPLAIN BELOW).
- _____ INSUFFICIENT TIME TO RESPOND TO INVITATION FOR BID.
- _____ OUR PRODUCT SCHEDULE WOULD NOT PERMIT US TO PERFORM.
- _____ UNABLE TO MEET SPECIFICATIONS.
- _____ UNABLE TO MEET INSURANCE REQUIREMENTS.
- _____ SPECIFICATIONS UNCLEAR (PLEASE EXPLAIN BELOW).
- _____ OTHER (PLEASE SPECIFY BELOW).

REMARKS: _____

COMPANY NAME: _____

ADDRESS: _____

SIGNATURE AND TITLE: _____

TELEPHONE NUMBER: _____

DATE: _____