



CITY OF BUCKEYE

REQUEST FOR PROPOSALS  
INDEFINITE DELIVERY INDEFINITE QUANTITY (IDIQ)  
RFP No. 2016-012

FIRE DEPARTMENT UNIFORMS

CONTACT PERSON

Erin Gilbert, Purchasing Agent  
Construction & Contracting Division  
[egilbert@buckeyeaz.gov](mailto:egilbert@buckeyeaz.gov)  
(623) 349-6173

SCHEDULE OF EVENTS

Date Issued: Monday, June 6, 2016  
Pre Proposal Conference: Wednesday, June 15, 2016 at 2:00 p.m.  
Last Day for Questions: Thursday, June 30, 2016 by 5:00 p.m.  
Due Date & Time: Thursday, July 7, 2016 at 4:00 p.m.

PLEASE NOTE: IF RFP DOCUMENTS WERE DOWNLOADED FROM THE CITY OF BUCKEYE WEBSITE OR PROCURE AZ, PROPOSER IS RESPONSIBLE FOR OBTAINING ANY AMENDMENTS EITHER THROUGH UPDATES ON THE WEBSITE, THROUGH PROCURE AZ, OR BY CONTACTING THE CITY CONTACT PERSON LISTED ABOVE.

**TABLE OF CONTENTS**  
**RFP 2016-012**

---

<b>SECTION</b>	<b>DESCRIPTION</b>	<b>PAGE</b>
Section I	General Information & Pre-Proposal Conference .....	1
Section II	Purpose of RFP .....	2
Section III	Instructions to Proposers.....	3
Section IV	Specifications/Scope of Work.....	6
Section V	Special Terms and Conditions.....	7
Section VI	Evaluations.....	9
Section VII	Form of Proposal/Special Instructions .....	10
Section VIII	Submittal Forms/Attachments.....	11
Attachment 1	Price Proposal Sheet.....	12
Attachment 2	Proposal/Offer Certification .....	21
Attachment 3	Proposal Inquiry Form .....	22
Attachment 4	Conflict of Interest Certification.....	23
Attachment 5	Past Performance Questionnaire.....	24

**SECTION I:  
GENERAL INFORMATION**

The City of Buckeye Invites sealed proposals from qualified proposers for the purpose of providing the Fire Department with such quantities of Uniforms as the Department may order as required. Items are listed in the Scope of Work/Specifications, **Section IV**.

Proposals are to be addressed and delivered to the **Buckeye City Hall, Attn: Erin Gilbert at 530 East Monroe Avenue, Buckeye, Arizona, 85326 on or before Thursday, July 7, 2016 at 4:00 P.M., Local Arizona Time**, at which time a representative of the City will announce publicly the names of those firms or individuals submitting proposals. No other public disclosure will be made until after award of the contract.

**PRE-PROPOSAL CONFERENCE**

A non-mandatory pre-proposal conference will be held on **Wednesday, June 15, 2016, 2:00 p.m., local Buckeye, Arizona time, at Buckeye City Hall, 1<sup>st</sup> Floor Executive Conference Room, 530 East Monroe Avenue, Buckeye, Arizona 85326**. The purpose of this conference will be to clarify the contents of this Request for Proposal in order to prevent any misunderstanding of the City's intention and desires. Any doubt as to the requirements of this Request for Proposal, or any apparent omission or discrepancy should be presented to the City's representative at this conference. The City's representative will then determine the appropriate action. If necessary, the City's representative will issue a written amendment to the Request for Proposal. Oral statements or instructions shall not constitute an amendment to this Request for Proposal. You do not have to send a representative to this pre-proposal conference. However, if you decide to not send a representative, then we may not know of your intent to participate in this solicitation, and so may not send you any written amendments to this Request for Proposal. Further, we will assume that your failure to attend the pre-proposal conference is an indication that you expect us to review your proposal as if you had taken advantage of the pre-proposal conference.

**END SECTION I**

## **SECTION II: PURPOSE OF THE RFP**

### **1. BACKGROUND/INTENT**

The City intends to establish an indefinite delivery/indefinite quantity (IDIQ) contract to provide the Fire Department with such quantities of Uniforms as the Department may order, as required, by issue of individual purchase orders, pursuant to the agreement resulting from this solicitation. In exchange for items provided in accordance with all terms of the Contract and subsequent Purchase Orders, the City agrees to pay the prices bid for the items.

### **2. METHOD OF SELECTION**

The intent of the City is to select one or more vendor(s) whose proposal is determined to be the most advantageous to the City based on the evaluation factors set forth in this Request for Proposals. The successful Proposer(s) will have demonstrated exceptional qualifications.

### **3. REQUEST FOR PROPOSALS**

The City will conduct a prequalification screening of all submitted proposals by a designated selection team. The prequalification screening process will identify those proposers who, in the City's sole discretion, best meet the City's needs. **Section VI** details the Criteria used for evaluations of submittals. The City reserves the right to reject any or all submissions.

### **4. NEGOTIATIONS**

After a ranking of submittals, the City may offer the highest ranked vendor(s) a thirty (30) day exclusive negotiation period. In the event that there is an impasse in the Negotiations, or the City negotiators determine that a contract cannot be achieved, the City reserves the right to go to the next highest ranked vendor. This process may continue through those vendors on the final list until a contract is successfully negotiated. The City reserves the right to reject all proposals at any time, or to cease negotiations over a contract at any time.

### **5. AWARD**

A contract is formed only upon the approval and written execution of the contract by the City and proposer(s) after negotiation process is complete. The award shall be made to the responsible Proposer whose proposal is determined to be the most advantageous to the City based on the evaluation factors and selection methods set forth in this Request for Proposal. Price, although a consideration, will not be the sole determining factor.

### **6. COOPERATIVE PURCHASING**

This Contract shall be for the use of the City of Buckeye. In addition, specific eligible political subdivisions and nonprofit educational or public health institutions may also participate, at their discretion and with the agreement of the awarded Proposer. In order to participate in this Contract, a political subdivision or nonprofit educational or public health institution must agree to the terms and conditions in the solicitation and the Proposer must be in agreement with the cooperative transaction. Any orders placed to the successful Proposer will be placed by the specific agencies participating in this purchase. Payment for purchases made under this Contract will be the sole responsibility of each participating agency. The City shall not be responsible for any disputes arising out of transactions made by others.

## **END SECTION II**

**SECTION III:  
INSTRUCTIONS TO PROPOSERS**

1. You must address and deliver your proposal to **City of Buckeye, Construction & Contracting Division, Attn: Erin Gilbert, 530 E. Monroe Avenue, Buckeye, Arizona 85326**, on or before the time and date set for closing.

Proposals should be in a sealed envelope marked:

Name of Proposer: \_\_\_\_\_  
Title of Proposal: **Fire Department Uniforms**  
RFP Number: **RFP No. 2016-012**  
Due Date and Time: **July 7, 2016 at 4:00 P.M., Local Time**

The City of Buckeye is not responsible for the pre-opening, post opening, or failure to open any Proposal not clearly identified.

No telephone, electronic, or facsimile proposals will be considered. Late proposals shall be rejected. A proposal shall be deemed to be late if it is received at the location designated in this Request for Proposal after the time and date set for the proposal opening. The Purchasing Agent's clock is the governing clock. A late bid shall not be opened except as may be necessary for identification purposes. Proposals received after the time and date for closing will be returned to the proposer unopened.

2. Proposals should be submitted as a document set, containing **one (1) clearly marked original and one (1) additional copy (for a total of two (2) submitted)**. The Bid Sheet shall also be printed and attached to the Proposal/Offer Certification (Section VII). They shall be submitted in separate sealed envelopes, **one (1) clearly marked original and one (1) copy, marked Price Proposal**.

3. You may withdraw your proposal at any time prior to the time and date set for closing. Proposals withdrawn after opening but prior to award, may be withdrawn in accordance with the City of Buckeye Procurement Code.

4. No department or office at the City has the authority to solicit or receive official proposals other than the City Construction and Contracting Division. All solicitation is performed under the direct supervision of the Manager, Construction and Contracting Division, City of Buckeye, and in complete accordance with City of Buckeye Procurement Code.

5. The City reserves the right to conduct discussions with proposers, to accept revisions of proposals, and to negotiate price changes. During this discussion period, the City will not disclose any information derived from proposals submitted, or from discussions with other proposers. Once an award is made, the solicitation file and the proposals contained therein, are in the public record and will be disclosed upon request.

6. The award shall be made to the responsible proposer(s) whose proposal is determined to be the most advantageous to the City based on the evaluation factors set forth in this Request for Proposals. Price, although a consideration, will not be the sole determining factor. No purchase order is issued with a proposer until a price is successfully negotiated and is approved by the City, as authorized by the City Council.

7. The Arizona Public Records Act limits the City's ability to withhold prequalification and data submitted in

### SECTION III: INSTRUCTIONS TO PROPOSERS

each proposal. If a submittal contains any trade secrets that a submitter does not want disclosed to the public or used by the City for any purpose other than evaluation of the submitter's eligibility, each sheet of such information must be marked with the designation "Confidential." The City agrees that if a "Public Records Act" request is made for disclosure of data so classified, it will notify the submitter of such data so that the submitter will have an opportunity to legally challenge the City's obligation to disclose such information. In the event that the submitter has not filed a legal challenge in a court proceeding within ten days of notification of the request for public records, the City will disclose the information requested.

8. Your proposal must be submitted in the format shown in **Section VII**. Proposals in any other format will be considered informal or non-responsive and may be rejected. Conditional proposals will not be considered. An individual authorized to extend a formal proposal must sign all proposals. Proposals that are not signed may be rejected.

9. The City reserves the right to reject any or all proposals or any part thereof, or to accept any proposal, or any part thereof, or to withhold the award and to waive or decline to waive irregularities in any proposal when it determines that it is in its best interest to do so. The City also reserves the right to hold all proposals for a period of 60 days after the opening date.

10. The successful Proposer is expected to enter into the standard form of agreement for consultant services. A sample copy of this standard agreement is attached to this document. These terms and conditions are intended to be incorporated into the agreement between the City and the successful Proposer. **Proposals that are contingent upon any changes to these mandatory contract terms and conditions may be deemed nonresponsive and may be rejected.** Special terms and conditions address subjects that are important to the City. Proposers may suggest alternatives to these special terms and conditions. **However, proposals that are contingent upon any changes to these special terms and conditions will be at a competitive disadvantage in the proposal evaluation process.**

#### 11. Definitions

**"May"**: Indicates something that is not mandatory but permissible/desirable.

**"Shall," "Must," "Will"**: Indicates mandatory requirement. Failure to meet these mandatory requirements will result in rejection of your proposal as nonresponsive.

**"Should"**: Indicates something that is recommended but not mandatory. If the proposer fails to provide recommended information, the City may, at its sole option, ask the proposer to provide the information or evaluate the proposal without the information.

12. Any person, firm, corporation or association submitting a proposal shall be deemed to have read and understood all the terms, conditions, and requirements in the specifications/scope of work.

13. All responses and accompanying documentation will become the property of the City at the time the proposals are opened.

**SECTION III:  
INSTRUCTIONS TO PROPOSERS**

14. All formal inquiries or requests for significant or material clarification or interpretation, or notification to the City of errors or omissions relating to this Request for Proposals must be directed in writing to:

Erin Gilbert, Purchasing Agent  
Construction & Contracting Division  
City of Buckeye  
530 E. Monroe Ave. Buckeye, Arizona 85326  
Email: [egilbert@buckeyeaz.gov](mailto:egilbert@buckeyeaz.gov)  
Tel: 623-349-6173

Inquiries must be submitted on a copy of the Proposer Inquiry Form included in **Section VIII (Attachment 3)** of this Request for Proposals. All formal inquiries must be submitted no later than **June 30, 2016 by 5:00 p.m.** Failure to submit inquiries by this deadline may result in the inquiry not being answered. Note that the City will answer informal questions orally. The City makes no warranty of any kind as to the correctness of any oral answers and uses this process solely to provide minor clarifications rapidly. Oral statements or instructions shall not constitute an amendment to this Request for Proposals. Proposers shall not rely on any verbal responses from the City. If you have formal questions about any part of this Request for Proposals, which could result in a material issue or a formal amendment to this Request for Proposals, submit your questions on a Proposer Inquiry Form from **Section VIII** of this Request for Proposals.

15. The City shall not reimburse any proposer the cost of responding to a Request for Proposals.

16. The City believes that it can best maintain its reputation for treating service providers and suppliers in a fair, honest, and consistent manner by conducting solicitations in good faith and by granting competitors an equal opportunity to win an award. If you feel that we have fallen short of these goals, you may submit a protest pursuant to the Procurement Code of the City of Buckeye.

**END SECTION III**

**SECTION IV:  
SPECIFICATIONS / SCOPE OF WORK**

**1. PROJECT DESCRIPTION**

The City intends to establish an indefinite delivery/indefinite quantity (IDIQ) contract to provide the Fire Department with such quantities of Uniforms as the Department may order as required by issue of purchase orders pursuant to the agreement resulting from this solicitation. In exchange for items provided in accordance with all terms of the Contract and subsequent Purchase Orders, the City agrees to pay the prices bid for the items.

**2. SPECIFICATIONS / SCOPE OF WORK**

Provide pricing and availability for the items listed on the attached price proposal sheet (**Section VIII, Attachment 1**).

- 2.1 Order point amount can be anywhere from one (1) to one hundred (100) based on necessity of the department.
- 2.2 All items must be the manufacturers specified. No substitutions will be considered.
- 2.3 **All t-shirts, polo shirts, sweatshirts must have the screen printing and embroidery fees included in the price.**

See Section VIII, Attachment 1- Price Proposal Sheet

**END SECTION IV**

**SECTION V:  
SPECIAL TERMS AND CONDITIONS**

**1. TERM OF RESULTANT CONTRACT:**

The term of this Contract shall commence on the date it is fully executed by the City and shall remain in effect for a period of two (2) years thereafter, unless terminated, cancelled, or extended as otherwise provided herein.

**2. OPTION TO EXTEND:**

By mutual written contract amendment, this Contract may be extended for three (3) supplemental one (1) year periods.

**3. PRICE**

All prices quoted shall be firm and fixed for the contract term.

**4. ESCALATION**

Any request for reasonable price adjustments shall be submitted thirty (30) days prior to the Contract expiration and extension date. Justification for the requested adjustment in cost of materials must be supported by appropriate documentation. Increases are subject to approval in writing by the Manager of Construction and Contracting prior to any adjusted invoicing being submitted for payment.

**5. SHIPPING TERMS - FOB DESTINATION:**

All Vendors shall quote prices based on F.O.B. Destination and shall hold title to the goods until such time as they are delivered to, and accepted by, an authorized by a City representative.

**6. DELIVERY TIMES, LOCATIONS, AND REQUIREMENTS**

The Vendor shall deliver all items requested through this Solicitation to the City of Buckeye, specific locations to be determined per purchase through individual purchase order. Deliveries are to be scheduled 24 hours in advance or by a predetermined standard appointment. All deliveries shall be made between the hours of 8:00 a.m. and 3:00 p.m., Monday through Thursday, excluding holidays.

The City requests complete deliveries, by line item, within five days of the placement of the order. Balances of any incomplete deliveries, by line item, must be filled within the following one-week period. Any additional lead-time required by the manufacturer shall be stated in the Proposal/Offer, item-by-item. Partial deliveries, by line item, may be considered complete.

Proposer shall state a period of time in days in which delivery shall be accomplished, If delivery is not accomplished within 7 days of the date specified including any extension, \$10.00 may be deducted from invoice for each day, until delivery is accomplished and material is accepted, not as a penalty, but as liquidated damages.

**7. AWARD – MULTIPLE VENDORS**

The City anticipates awarding to 2 or more vendors.

**8. METHOD OF ORDERING (PURCHASE ORDERS)**

Issuance of written purchase order(s) by the City of Buckeye. Contractor shall deliver items and/or services only upon receipt of a written purchase order issued by the City of Buckeye. All Contractor invoices and packing/delivery tickets must include the City of Buckeye Contract Number and Purchase Order number.

**SECTION V:  
SPECIAL TERMS AND CONDITIONS**

**9. METHOD OF INVOICING (VENDOR INVOICE)**

Invoice must include the following and be presented at the time of delivery:

- A. City Contract Number and Purchase Order number.
- B. Items listed individually by the written description and part number.
- C. Unit price, extended and totaled.
- D. Quantity ordered, back ordered, and shipped.
- E. Applicable tax.
- F. Unique Invoice number and date.
- G. Requesting department name and "ship-to" address.
- H. Payment terms.
- I. FOB terms.

**10. METHOD OF PAYMENT**

Payment to be made from Vendor's invoice, and a copy of the signed delivery invoices submitted to cover items received and accepted. Invoices must contain the Contract Number and Purchase Order number.

**11. MATERIAL PRICED INCORRECTLY:**

As part of any award resulting from this process, Vendor(s) will discount all transactions as agreed. In the event the City discovers, through its contract monitoring process or formal audit process, that material was priced incorrectly, Vendor(s) agree to promptly refund all overpayments and to pay all reasonable audit expenses incurred as a result of the non-compliance.

**END SECTION V**

**SECTION VI:  
EVALUATIONS**

**MINIMUM QUALIFICATIONS**

In order to be considered for evaluation, Proposer shall meet the following minimum qualifications:

1. Proposal submitted on or before the RFP closing date.
2. Proposal is in the format requested below.
3. Proposer is licensed to do business both in the State of Arizona and in the City of Buckeye. Provide licensure information with your proposal.
4. Proposer has been in business for a minimum of five (5) years concurrently.

**EVALUATION CRITERIA**

Each response will be evaluated based on the Vendor's ability to satisfy the requirements as presented in the Request for Proposal. The successful Vendor must communicate in the response a clear understanding of the requirements, a soundness of approach to satisfying them, and documentation of ample qualifications. In accordance with the City's Procurement Code, award(s) shall be made to the responsible Proposer(s) whose Proposal is determined in writing to be the most advantageous to the City, based upon the evaluation criteria listed below (in their relative order of importance).

1. Summary of Firm & Experience (20 points)
2. Past Performance Questionnaire (20 points)
3. Proposed Services Provided (30 points)
4. Price Proposal (30 points)

**Total points possible = 100**

**EVALUATION OF PROPOSALS**

A team of employees and management professionals will evaluate the proposals. The written proposals will be reviewed based on the evaluation criteria provided above.

**END SECTION VI**

**SECTION VII:  
FORM OF PROPOSAL/SPECIAL INSTRUCTIONS**

To facilitate direct comparisons, your proposal shall be submitted in the following format, listed in order, and index tabbed to match. Your proposal shall include, at a minimum, information requested below. If proposer fails to provide any of the requested information, with the exception of the mandatory proposal certification, the City may, at its sole option, ask the proposer to provide the missing information or evaluate the proposal without the missing information.

**A. SUBMITTAL AND REVIEW**

1. **One (1) original and one (1) copy** of the prequalification information. Please note that these materials will not be returned.
2. The Arizona Public Records Act limits the City's ability to withhold prequalification and bid data. If a submittal contains any trade secrets that a submitter does not want disclosed to the public or used by the City for any purpose other than evaluation of the submitter's eligibility, each sheet of such information must be marked with the designation "Confidential." The City agrees that if a Public Records request is made for disclosure of data so classified, it will notify the submitter of such data so that the submitter will have an opportunity to legally challenge the City's obligation to disclose such information. In the event that the submitter has not filed a legal challenge in a court proceeding within ten days of notification of the request for public records, the City will disclose the information requested.

**B. REQUEST FOR PROPOSALS CONTENTS**

The Proposal shall contain, at a minimum, the following information in the following order:

**SECTION 1: SUMMARY OF FIRM & EXPERIENCE:**

- Describe your company's experience, expertise, reliability, and capability related to the services requested under this contract.
- Include a list of relevant contracts you have provided similar to the requirements of this solicitation.

**SECTION 2: PAST PERFORMANCE QUESTIONNAIRE**

Using the provided **Past Performance Questionnaire (Section VIII, Attachment 5)**, provide the names, addresses, contact persons and telephone numbers of at least three verifiable business references for which the Offeror is providing or has provided services similar to those described in this solicitation. For each company, complete a Past Performance Questionnaire. The Offeror is directed to provide this form to the owner. Instruct the owner to complete the form and return the completed form with your proposal.

**SECTION 3: PROPOSED SERVICES PROVIDED INCLUDING ORDER AND DELIVERY TIMES**

In the space designated on the **Price Proposal Sheet (Section VIII, Attachment 1)**, define the number of days after an order is placed that delivery will take place.

**SECTION 4: PRICE**

Price for the items shall be submitted on the provided **Price Proposal Sheet (Section VIII, Attachment 1)** as one (1) original and one (1) copy printed and submitted with the proposal certification attached in separate sealed envelopes marked PRICE PROPOSAL.

**END SECTION VII**

SECTION VIII:  
SUBMITTAL FORMS

Table of Contents

<u>FORM</u>	<u>PAGE</u>
Attachment 1: Price Proposal Sheet .....	12
Attachment 2: Proposal Certification.....	21
Attachment 3: Proposal Inquiry Form.....	22
Attachment 4: Conflict of Interest Certification & Amendment Acknowledgement .....	23
Attachment 5: Past Performance Questionnaire .....	24

	<p align="center"><b>ATTACHMENT 1 PRICE PROPOSAL SHEET</b></p>	<p align="center"><b>CITY OF BUCKEYE CONSTRUCTION &amp; CONTRACTING</b> 350 E. Monroe Avenue Buckeye, AZ 85326</p>
<p align="center">RFP No. 2016-012: Fire Department Uniforms</p>		

**PRICE PROPOSAL INSTRUCTIONS**

**\*\*PLEASE SUBMIT TWO (2) PRINTED COPIES OF THE SPREADSHEET ALONG WITH THE ATTACHED PROPOSAL CERTIFICATION SUBMITTED WITH PROPOSAL IN SEPARATE SEALED ENVELOPES MARKED "PRICE PROPSAL" \*\***

**SEE FOLLOWING PAGES**

**PRICE PROPOSAL SHEET**  
 Buckeye Fire Department Uniform RFP#2016-012  
 FY 2016/17

Provide pricing and availability for the items listed below. Order point amount can be anywhere for one (1) to one hundred (100) based on necessity of the department.

**\*All t-shirts, polo shirts, sweatshirts will need to have the screenprinting and embroidery fees included in the price.\***

CLIN	DESCRIPTION	UNIT PRICE	Embroidered	Screen Printed
1	Men's Polo Shirt (Sm-XL) 6.0 ounce 100% cotton Color: Navy & White Brand 5.11 Product # 71182	\$ _____		X
2	Men's Polo Shirt (Oversize/Tall) 6.0 ounce 100% cotton Color: Navy & White Brand 5.11 Product # 71182T	\$ _____		X
3	Men's Performance Short Sleeve Polo (Sm-2XL) Color: Navy & White Brand 5.11 Product # 71049	\$ _____	X	
4	Men's Polo Shirt (Sm-XL) 6.0 ounce 100% cotton Color: Navy & White Brand Tri Mountain or equivalent Product # 189	\$ _____		X
5	Men's Polo Shirt (Oversize/Tall) 6.0 ounce 100% cotton Color: Navy & White Brand Tri Mountain or equivalent Product # 189T	\$ _____		X
6	Men's Polo Shirt (Sm-XL) 6.0 ounce 100% cotton Color: Navy & White Brand Cornerstone or equivalent Product # CS414	\$ _____		X
7	Men's Polo Shirt (Oversize/Tall) 6.0 ounce 100% cotton Color: Navy & White Brand Cornerstone or equivalent Product # CS414T	\$ _____		X
8	Men's Polo Shirt (Sm-XL) 6.0 ounce 100% cotton Color: Navy & White Brand Port Authority or equivalent Product # _____	\$ _____		X
9	Men's Polo Shirt (Oversize/Tall) 6.0 ounce 100% cotton Color: Navy & White Brand Port Authority or equivalent Product # _____	\$ _____		X
10	Women's Polo Shirt (Sm-XXL) 6.0 ounce 100% cotton Color: Navy & White Brand 5.11 Product # 61164	\$ _____		X
11	Women's Performance Short Sleeve Polo (Sm-2XL) Color: Navy & White Brand 5.11 Product # 61165	\$ _____	X	
12	Women's Polo Shirt (Sm-XXL) 6.0 ounce 100% cotton Color: Navy & White Brand Port Authority or Equivalent Product # _____	\$ _____		X
13	Men's Long Sleeve Polo Shirt (Sm - XL) 6.0 ounce 100% cotton Color: Navy & White Brand 5.11 Product # 72360	\$ _____		X

CLIN	DESCRIPTION	UNIT PRICE	Embroidered	Screen Printed
14	Men's Long Sleeve Polo Shirt (Oversize/Tall) 6.0 ounce 100% cotton Color: Navy & White Brand 5.11 Product # 72360T	\$ _____		X
15	Men's Long Sleeve Polo Shirt (Sm - XL) 6.0 ounce 100% cotton Color: Navy & White Brand Tri Mountain or Equivalent Product # 189	\$ _____		X
16	Men's Long Sleeve Polo Shirt (Oversize/Tall) 6.0 ounce 100% cotton Color: Navy & White Brand Tri Mountain or Equivalent Product # 189T	\$ _____		X
17	Women's Long Sleeve Polo Shirt (Sm-XXL) 6.0 ounce 100% cotton Color: Navy & White Brand 5.11 or Equivalent Product # _____	\$ _____		X
18	Women's Long Sleeve Polo Shirt (Sm-XXL) 6.0 ounce 100% cotton Color: Navy & White Brand Port Authority or Equivalent Product # _____	\$ _____		X
19	Long Sleeve T-Shirt (Sm - XL) 6.0 ounce 100% cotton Color: Navy Brand 5.11 Product # 72318	\$ _____		X
20	Long Sleeve T-Shirt (Oversize/Tall) 6.0 ounce 100% cotton Color: Navy & White Brand 5.11 Product # 72318T	\$ _____		X
21	Long Sleeve T-Shirt w/ Pocket (Sm - XL) 6.0 ounce 100% cotton Color: Navy Brand Hanes Product # 5186	\$ _____		X
22	Long Sleeve T-Shirt w/ Pocket (Oversize/Tall) 6.0 ounce 100% cotton Color: Navy Brand Hanes Product # 5186T	\$ _____		X
23	Long Sleeve T-Shirt w/ Pocket (Sm - XL) 6.0 ounce 100% cotton Color: Navy Brand Port & Co or Equivalent Product # PC61	\$ _____		X
24	Long Sleeve T-Shirt w/ Pocket (Oversize/Tall) 6.0 ounce 100% cotton Color: Navy Brand Port & Co or Equivalent Product # PC61T	\$ _____		X
25	Short Sleeve T-Shirt w/ Pocket (Sm - XL) 6.0 ounce 100% cotton Color: Navy Brand 5.11 Product # 71307	\$ _____		X
26	Short Sleeve T-Shirt w/Pocket (Oversize/Tall) 6.0 ounce 100% cotton Color: Navy Brand 5.11 Product # 71307T	\$ _____		X
27	Short Sleeve Beefy T-Shirt w/ Pocket (Sm - XL) 6.0 ounce 100% cotton Color: Navy Brand Hanes Product # 5190	\$ _____		X
28	Short Sleeve Beefy T-Shirt w/ Pocket (Oversize/Tall) 6.0 ounce 100% cotton Color: Navy Brand Hanes Product # 5190T	\$ _____		X
29	Short Sleeve T-Shirt w/ Pocket (Sm - XL) 6.0 ounce 100% cotton Color: Navy Brand Port & Co or Equivalent Product # PC61	\$ _____		X
30	Short Sleeve T-Shirt w/ Pocket (Oversize/Tall) 6.0 ounce 100% cotton Color: Navy Brand Port & Co or Equivalent Product # PC61T	\$ _____		X

CLIN	DESCRIPTION	UNIT PRICE	Embroidered	Screen Printed
31	Short Sleeve T-Shirt w/ Pocket (Sm - XL) 6.0 ounce 100% cotton Color: Navy Brand Dickies Product # _____	\$ _____		X
32	Short Sleeve T-Shirt w/ Pocket (Oversize/Tall) 6.0 ounce 100% cotton Color: Navy Brand Dickies Product # _____	\$ _____		X
33	Job Shirt (Sm - XL) Color: Navy Brand 5.11 Product # 72321	\$ _____	X	X
34	Job Shirt (Oversize/Tall) Color: Navy Brand 5.11 Product # 72321T	\$ _____	X	X
35	Job Shirt (Sm - XL) Color: Navy Brand Lion Product # LMJB01-10	\$ _____	X	X
36	Job Shirt (Oversize/Tall) Color: Navy Brand Lion Product # LMJB01-10	\$ _____	X	X
37	Job Shirt (Sm - XL) Color: Navy Brand Blauer or Equivalent Product # 4630X	\$ _____	X	X
38	Job Shirt (Oversize/Tall) Color: Navy Brand Blauer or Equivalent Product # 4630XT	\$ _____	X	X
39	Crew Neck Sweatshirt (Sm - XL) Color: Navy Brand HANES or Equivalent Product # F260	\$ _____		X
40	Crew Neck Sweatshirt (Oversize/Tall) Color: Navy Brand HANES or Equivalent Product # F260T	\$ _____		X
41	Crew Neck Sweatshirt (Sm - XL) Color: Navy Brand Fruit of the Loom or Equivalent Product # F260	\$ _____		X
42	Crew Neck Sweatshirt (Oversize/Tall) Color: Navy Brand Fruit of the Loom or Equivalent Product # F260T	\$ _____		X
43	Sweatshirt - Hooded with Front Zipper (Sm - XL) Color: Navy Brand HANES Product # F283	\$ _____		X
44	Sweatshirt - Hooded with Front Zipper (Oversize/Tall) Color: Navy Brand HANES Product # F283T	\$ _____		X
45	Sweatshirt - Hooded with Front Zipper (Sm - XL) Color: Navy Brand Fruit of the Loom or Equivalent Product # F283	\$ _____		X
46	Sweatshirt - Hooded with Front Zipper (Oversize/Tall) Color: Navy Brand Fruit of the Loom or Equivalent Product # F283T	\$ _____		X
47	Sweatshirt - Hooded (Sm - XL) Color: Navy Brand Hanes or Equivalent Product # F170	\$ _____		X
48	Sweatshirt - Hooded (Oversize/Tall) Color: Navy Brand Hanes or Equivalent Product # F170T	\$ _____		X
49	Sweatshirt - Hooded Sweatshirt with Zipper (Sm-XL) Color: Navy Brand Carhartt Product # K122	\$ _____		X
50	Sweatshirt - Hooded Sweatshirt with Zipper (Oversize/Tall) Color: Navy Brand Carhartt Product # K122	\$ _____		X
51	PT Sweatpants with Pockets (Sm - XL) Color: Navy Brand HANES Product # 18200	\$ _____		X - Logo Only

CLIN	DESCRIPTION	UNIT PRICE	Embroidered	Screen Printed
52	<b>PT Sweatpants with Pockets (Oversize/Tall)</b> Color: Navy Brand HANES Product # 18200T	\$ _____		X - Logo Only
53	<b>PT Sweatpants with Pockets (Sm - XL)</b> Color: Navy Brand: Fruit of the Loom or Equivalent Product # 51300	\$ _____		X - Logo Only
54	<b>PT Sweatpants with Pockets (Oversize/Tall)</b> Color: Navy Brand: Fruit of the Loom or Equivalent Product # 51300T	\$ _____		X - Logo Only
55	<b>PT Shorts with Pockets (Sm - XL)</b> Color: Navy Brand SPORTEK Product # ST310	\$ _____		X - Logo Only
56	<b>PT Shorts with Pockets (Oversize/Tall)</b> Color: Navy Brand SPORTEK Product # ST310T	\$ _____		X - Logo Only
57	<b>PT Shorts with Pockets (Sm - XL)</b> Color: Navy Brand Champion or Equivalent Product # 85653	\$ _____		X - Logo Only
58	<b>PT Shorts with Pockets (Oversize/Tall)</b> Color: Navy Brand Champion or Equivalent Product # 85653T	\$ _____		X - Logo Only
59	<b>PT Shorts w/ No Pockets (Sm - XL)</b> Color: Navy Brand Champion or Equivalent Product # 8187	\$ _____		X - Logo Only
60	<b>PT Shorts w/ No Pockets (Oversize/Tall)</b> Color: Navy Brand Champion or Equivalent Product # 8187T	\$ _____		X - Logo Only
61	<b>Men's Station Shorts (Sm - XL)</b> Color: Navy Brand Lion Product # 0148NVY-30	\$ _____		
62	<b>Men's Station Shorts (Oversize/Tall)</b> Color: Navy Brand Lion Product # 0148NVY-30	\$ _____		
63	<b>Men's Station Shorts (Sm - XL)</b> Color: Navy Brand Blauer or Equivalent Product # _____	\$ _____		
64	<b>Men's Station Shorts (Oversize/Tall)</b> Color: Navy Brand Blauer or Equivalent Product # _____	\$ _____		
65	<b>Men's Station Shorts (Sm - XL)</b> Color: Navy Brand 5.11 Product # 73285	\$ _____		
66	<b>Men's Station Shorts (Oversize/Tall)</b> Color: Navy Brand 5.11 Product # 73285T	\$ _____		
67	<b>Women's Station Shorts (Sm - XL)</b> Color: Navy Brand 5.11 Product # 63306	\$ _____		
68	<b>Women's Station Shorts (Sm - XL)</b> Color: Navy Brand Blauer or Equivalent Product # _____	\$ _____		
69	<b>Cargo Shorts (Sm - XL)</b> Color: Navy Brand DICKIES Product # 40214	\$ _____		
70	<b>Cargo Shorts (Oversize/Tall)</b> Color: Navy Brand DICKIES Product # 40214T	\$ _____		
71	<b>Cargo Shorts (Sm - XL)</b> Color: Navy Brand Blauer or Equivalent Product # _____	\$ _____		
72	<b>Cargo Shorts (Oversize/Tall)</b> Color: Navy Brand Blauer or Equivalent Product # _____	\$ _____		
73	<b>Women's Cargo Shorts (Sizes 0-24)</b> Color: Navy Brand Blauer or Equivalent Product # _____	\$ _____		

CLIN	DESCRIPTION	UNIT PRICE	Embroidered	Screen Printed
74	Cargo - Cotton Station Pants (Sm - XL) Color: Navy Brand DICKIES Product # C7988DN	\$ _____		
75	Cargo - Cotton Station Pants (Oversize/Tall) Color: Navy Brand DICKIES Product #C7988DN	\$ _____		
76	Cargo - Cotton Station Pants (Sm - XL) Color: Navy Brand Blauer or Equivalent Product # _____	\$ _____		
77	Cargo - Cotton Station Pants (Oversize/Tall) Color: Navy Brand Blauer or Equivalent Product #C7988DN	\$ _____		
78	Women's Cargo Pants (Sizes 0-24) Color: Navy Brand Blauer or Equivalent Product # _____	\$ _____		
79	Station Pants Color: Navy Brand LION Product # 2200-10	\$ _____		
80	Station Pants Color: Navy Brand Blauer or Equivalent Product # 2200-10	\$ _____		
81	Men's Station Pants Color: Navy Brand 5.11 Product # 74302	\$ _____		
82	Women's Station Pants Color: Navy Brand 5.11 Product # 64302	\$ _____		
83	Women's Station Pants (Sizes 0-24) Color: Navy Brand Blauer or Equivalent Product # _____	\$ _____		
84	White Short Sleeve Dress Shirt- ** Dept patch provided - will need to be sewn on Color: White Brand Flying Cross or Elbecco Product # _____	\$ _____		
85	White Long Sleeve Dress Shirt - **Dept patch provided - will need to be sewn on Color: White Brand Flying Cross or Elbecco Product # _____	\$ _____		
86	Navy Short Sleeve Dress Shirt - **Dept patch provided - will need to be sewn on Color: Navy Brand Flying Cross or Elbecco Product # _____	\$ _____		
87	Navy Long Sleeve Dress Shirt - **Dept patch provided - will need to be sewn on Color: Navy Brand Flying Cross or Elbecco Product # _____	\$ _____		
88	Dress Pant Color: Navy Brand Flying Cross Product # _____	\$ _____		
89	Dress Pant Color: Navy Brand Lion Product # _____	\$ _____		
90	Dress Pant Color: Navy Brand Blauer Product # _____	\$ _____		
91	Cross Over Neck Tie Color: Black Brand: Samuel Broome or Equivalent Product # SBU90156	\$ _____		
92	Clip On Neck Tie Color: Black Brand: Samuel Broome or Equivalent Product #SBU90010	\$ _____		
93	Nametag - Name and Rank Color: Gold Brand Blackington or Equivalent Product # BLAJ3/G	\$ _____		
94	Dress Shoe Color: Black Brand Bates or Equivalent Product # _____	\$ _____		

CLIN	DESCRIPTION	UNIT PRICE	Embroidered	Screen Printed
95	<b>Womens Dress Shoe</b> Color: <b>Black</b> Brand <b>Bates or Equivalent</b> Product # _____	\$ _____		
96	<b>Belts A (1.5" Basketweave)</b> Color: <b>Black</b> Brand <b>PERFECT FIT or Equivalent</b> Product # <b>5000-BW</b>	\$ _____		
97	<b>Belts B (1.5" Plain Black)</b> Brand <b>PERFECT FIT or Equivalent</b> Product # <b>5000</b>	\$ _____		
98	<b>Belts C (1.5" Nylon EMS Belt)</b> Color: <b>Black</b> Brand <b>5.11 or Equivalent</b> Product # <b>59409</b>	\$ _____		
99	<b>Undergarment (100% Cotton) 5.11</b> Brand <b>5.11 or Equivalent</b> Product # <b>40004</b>	\$ _____		
100	<b>Women's Sports Bra</b> Brand <b>CHAMPION</b> Product # <b>CH6793</b>	\$ _____		
101	<b>Women's Sports Bra</b> Brand <b>CHAMPION or Equivalent</b> Product # <b>CH2970</b>	\$ _____		
102	<b>Women's Compression Shorts</b> Brand <b>CHAMPION or Equivalent</b> Product # <b>CN537</b>	\$ _____		
103	<b>Women's Compression Shorts</b> Brand <b>CHAMPION or Equivalent</b> Product # <b>CM445</b>	\$ _____		
104	<b>Knit Watch Cap with Embroidered Logo and Buckeye Fire</b> Color: <b>Navy</b> Brand _____ Product # _____	\$ _____	X	
105	<b>Ball Cap with Embroidered Logo and Buckeye Fire</b> Brand _____ Product # _____ Color: <b>Navy</b> Option A: <b>FLEXFIT</b> Option B: <b>OTTO</b> Option C: <b>NEW ERA</b>	\$ _____	X	
106	<b>Boonie Hat with Embroidered Logo and Buckeye Fire</b> Color: <b>Navy</b> Brand <b>NISSIN</b> Product # _____ Option A: <b>FLOPPY</b> Option B: <b>W/SNAPS</b>	\$ _____	X	
107	<b>Windshirts (Sm - XL/ Screened)</b> Color: <b>Navy</b> Brand <b>5.11 or Equivalent</b> Product # <b>72304</b>	\$ _____		X
108	<b>Windbreakers (Oversize/Tall/ Screened)</b> Color: <b>Navy</b> Brand <b>5.11 or Equivalent</b> Product # <b>72304T</b>	\$ _____		X
109	<b>Duty Jacket (Sm - XXXL)</b> Color: <b>Navy</b> Brand <b>DICKIES or Equivalent</b> Product # <b>TJ15DN</b>	\$ _____	X	X
110	<b>Duty Jacket (Sm - XXXL)</b> Color: <b>Navy</b> Brand <b>Tri Mountain or Equivalent</b> Product # <b>8800</b>	\$ _____	X	X
111	<b>Response Jacket (Sm - XXXL)</b> Color: <b>Navy</b> Brand <b>5.11 or Equivalent</b> Product # <b>48016</b>	\$ _____	X	X
112	<b>Response Jacket (Oversize/Tall)</b> Color: <b>Navy</b> Brand <b>5.11 or Equivalent</b> Product # <b>48016</b>	\$ _____	X	X
113	<b>Duty Jacket (Sm - XXXL)</b> Color: <b>Navy</b> Brand <b>Carhartt or Equivalent</b> Product # <b>J291</b>	\$ _____	X	X
114	<b>Extrication Gloves (S - XXL)</b> Brand <b>5.11</b> Product # <b>59351</b>	\$ _____		
115	<b>Socks (Black and White)</b> Option A (no show): Brand <b>5.11 or Equivalent</b> Product # <b>59121 3PK</b> Option B (crew): Brand <b>BATES or Equivalent</b> Product # <b>E11936270</b> Option C (knee high): Brand <b>5.11 or Equivalent</b> Product # <b>59048</b>	\$ _____		

CLIN	DESCRIPTION	UNIT PRICE	Embroidered	Screen Printed
116	<b>Watch with Timer</b> Option A: Brand <b>5.11 or Equivalent</b> Product # <b>50133</b> Option B: Brand <b>G-SHOCK or Equivalent</b> Product # <b>GWM500A-1</b>	\$ _____		
117	<b>Flashlight/ Helmet and Handheld</b> Option A: Brand <b>STREAMLIGHT</b> Product # <b>HELMET LT</b> Option B: Brand <b>FENIX</b> Product # <b>PD32</b> Option C: Brand <b>STREAMLIGHT</b> Product # <b>PROTAC</b>	\$ _____		
118	<b>Sunglasses/Safety Glasses</b> Option A: Brand <b>5.11 T</b> Product # <b>52014</b> Option B: Brand <b>OAKLEY or Equivalent</b> Product # <b>03-473</b> Option C: Brand <b>OAKLEY or Equivalent</b> Product # <b>009101-11</b>	\$ _____		
119	<b>Safety/Rescue Knife</b> Option A: Brand: <b>Benchmade 915 Triage Rescue Knife.</b>	\$ _____		

120) Charge for Sewing City supplied patches on existing uniforms (Pictures Attached)	\$ _____/item
121) Charge for vendor to supply name/rank patch and sew on existing uniforms. Gold embroidery for Battalion Chiefs and higher, and silver embroidery for all other ranks. Navy twill background Left crest rank above name.	\$ _____/item
122) Charge for vendor to supply metallic stripes on sleeves and metallic maltese crosses for each 5 years of service embroidered and sew on Dress Uniform Coat	\$ _____/item
123) Charge for vendor to supply and sew on epaulets to Honor Guard Coat	\$ _____/item
124) Charge for vendor to supply red Honor Guard ropes	\$ _____/item
125) Charge for vendor to provide 1" red stripes and sew onto both legs of Honor Guard pants	\$ _____/item
126) Set up fees for Fire Department Logo/Names and rank	\$ _____/person
	\$ _____/one time fee
127) Discount given to items not on this list	\$ _____/item
	OR _____%/item
128) Delivery Time after order is placed	_____ calendar days





ATTACHMENT 2  
PROPOSAL CERTIFICATION

CITY OF BUCKEYE  
CONSTRUCTION & CONTRACTING  
350 E. Monroe Avenue  
Buckeye, AZ 85326

RFP No. 2016-012: Fire Department Uniforms

ATTACH PRINTED PRICE PROPOSAL SHEET (8 pgs)

Company Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Website Address: \_\_\_\_\_

The undersigned proposer declares to have read and fully understand the Request for Proposals and agrees to all of the terms, conditions, and provisions contained therein; and proposes and agrees that if this proposal as submitted is accepted, vendor will contract to perform in accordance with the specifications and proposals. Said price is to include and cover all materials, labor, supervision, overhead, profit, and taxes to complete the job to the City's satisfaction.

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_





ATTACHMENT 4  
CONFLICT OF INTEREST CERTIFICATION  
& AMENDMENT ACKNOWLEDGEMENT

CITY OF BUCKEYE  
CONSTRUCTION & CONTRACTING  
350 E. Monroe Avenue  
Buckeye, AZ 85326

RFP No. 2016-012: Fire Department Uniforms

City of Buckeye  
Construction & Contracting Division  
530 Monroe Avenue  
Buckeye, Arizona 85326

The undersigned certifies that to the best of his/her knowledge: **(check only one)**

( ) There is no officer or employee of City of Buckeye who has, or whose relative has, a substantial interest in any contract resulting from this request.

( ) The names of any and all public officers or employees of City of Buckeye who have, or whose relative has, a substantial interest in any contract resulting from this request, and the nature of the substantial interest, are included below or as an attachment to this certification. In compliance with **Request for Proposals# 2016-012**, for **Fire Department Uniforms** in the City of Buckeye and after carefully reviewing all the terms, conditions and requirements contained therein, the undersigned agrees to furnish such good/services in accordance with the specifications/scope of work.

**AMENDMENTS:** Receipt of the following Amendments is acknowledged, and the provisions are included in this RFP:

**Amendment No.** \_\_\_\_\_ **Dated** \_\_\_\_\_  
**Amendment No.** \_\_\_\_\_ **Dated** \_\_\_\_\_  
**Amendment No.** \_\_\_\_\_ **Dated** \_\_\_\_\_  
**Amendment No.** \_\_\_\_\_ **Dated** \_\_\_\_\_

**Firm Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_, **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

\_\_\_\_\_  
(Signature Required)

\_\_\_\_\_  
(Print name) (Fax#)

\_\_\_\_\_  
(Print title) (Federal Taxpayer ID Number)

\_\_\_\_\_  
(Date)



**ATTACHMENT 5  
PAST PERFORMANCE  
QUESTIONNAIRE**

**CITY OF BUCKEYE  
CONSTRUCTION & CONTRACTING**  
350 E. Monroe Avenue  
Buckeye, AZ 85326

**RFP No. 2016-012: Fire Department Uniforms**

**SEE FOLLOWING PAGES**

# PAST PERFORMANCE QUESTIONNAIRE

## CONTRACT INFORMATION (To be completed by Vendor/Supplier)

### 1. Vendor/Supplier Information:

Firm Name: \_\_\_\_\_ Email : \_\_\_\_\_  
Address: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

### 2. Contract Information:

Contract Number: \_\_\_\_\_  
Contract Type:  Firm Fixed Price  Cost Reimbursement  Other (Please specify): \_\_\_\_\_  
Contract Title: \_\_\_\_\_ Contract Location: \_\_\_\_\_  
Award Date (mm/dd/yy): \_\_\_\_\_  
Contract Completion Date: \_\_\_\_\_ Actual Completion Date : \_\_\_\_\_  
Explain Differences:  
  
Original Contract Price (Award Amount): \_\_\_\_\_  
Final Contract Price (to include all modifications, if applicable) : \_\_\_\_\_  
Explain Differences:

## CUSTOMER INFORMATION (To be completed by Customer)

### 5. Customer Information:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Title: \_\_\_\_\_ Email Address: \_\_\_\_\_

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ADJECTIVE RAITINGS AND DEFINITIONS TO BE USED TO BEST REFLECT  
YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE**

<b>RAITING</b>	<b>DEFINITION</b>	<b>NOTE</b>
<b>(E) Exceptional</b>	Performance meets contractual requirements and exceeds many to the Government/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective	An Exceptional rating is appropriate when the contractor successfully performed multiple significant events that were of benefit to the Government/Owner. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also there should have been NO significant weaknesses identified.
<b>(VG) Very Good</b>	Performance meets contractual requirements and exceeds some to the Government/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective	A Very Good raiting is appropriate when the Contractor successully performed a significant event that was a benefit to the Government/Owner. There should have been no significant weaknesses identified.
<b>(S) Satisfactory</b>	Performance meets minimum contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory	A Satisfactory raiting is appropriate when there were only minor problems, or major problems that the contractor recovered from without impact to the contract. There should have been NO significant weaknesses identified. Per DOD policy, a fundamental principle of assigning raitings is that the contractors will not be assessed a raiting lower than Satisfactory solely for not performing beyond the requirements of the contract.
<b>(M) Marginal</b>	Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.	A Marginal raiting is appropriate when a significant event occurred that the contractor had trouble overcoming which impacted the Government/Owner.
<b>(U) Unsatisfactory</b>	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.	An Unsatisfactory raiting is appropriate when multiple significant events occurred that the contractor had trouble overcoming and which impacted the Government/Owner. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory raiting.
<b>(N) Not Applicable</b>	No information or did not apply to your contract	Raiting will be neither positive nor negative.

**PAST PERFORMANCE EVALUATION**  
(TO BE COMPLETED BY CUSTOMER)

<b>1. QUALITY</b>	
a) Rate the availability of goods/services offered by vendor	E VG S M U N
b) Rate the price of goods/services offered by vendor	E VG S M U N
c) Rate the quality of goods/services offered by vendor	E VG S M U N
d) Rate the Customer Service provided by vendor	E VG S M U N
<b>2. SCHEDULE/TIMELINESS OF PERFORMANCE:</b>	
a) Rate the Vendor's ability to provide products in a timely manner.	E VG S M U N
b) Rate the vendor's ability to resolve issues with timeliness.	E VG S M U N
<b>3. CUSTOMER SATISFACTION</b>	
a)Rate the correctness of final goods/services provided by vendor (right quantity, color, etc)	E VG S M U N
b) To what extent were the end users satisfied with the goods/services?	E VG S M U N
c) Vendor personnel were reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes; responsiveness to administrative reports, businesslike and communication)	E VG S M U N
d) Overall customer satisfaction	E VG S M U N
<b>4. MANAGEMENT/PERSONNEL/CUSTOMER SERVICE</b>	
a) Knowledge/expertise demonstrated by vendor personnel	E VG S M U N
<b>5. Price/FINANCIAL MANAGEMENT</b>	
a) If this is/was a Government contract, has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations? <i>Indicate if show cause or cure notices were issued, or any default action in comment section below.</i>	Yes No
<b>OVERALL PERFORMANCE</b>	
a) Compliance with contractual terms/ provisions ( <i>explain if specific issues</i> )	E VG S M U N
b) In summary, provide an overall rating for the work performed by this consultant.	E VG S M U N

**Please provide responses to the questions above (if applicable) and/or additional remarks. Furthermore, please provide a brief narrative addressing specific strengths, weaknesses, deficiencies, or other comments which may assist our office in evaluating performance risk. (please attach additional pages if necessary)**

**Customer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_