



CITY OF BUCKEYE

REQUEST FOR PROPOSAL RFP: 2016-015

SPORT'S CLOTHING AND CUSTOM GRAPHIC DESIGN

CONTACT PERSON

Debby Fasano, Purchasing Agent
623.349.6174

dfasano@buckeyeaz.gov

SCHEDULE OF EVENTS

Date Issued:	August 4, 2016
Pre-Proposal Meeting:	August 15, 2016 at 3:00 P.M. MST
Last Day for Questions:	August 22, 2016 at 12:00 P.M. MST
Due Date & Time:	August 25, 2016 at 4:00 P.M. MST

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

TABLE OF CONTENTS

SECTION I:	General Information
SECTION II:	Purpose of Request for Proposal
SECTION III:	Instruction to Proposers
SECTION IV:	Special Instructions
SECTION V:	Scope of Work
SECTION VI:	Evaluation Criteria
SECTION VII:	Form of Proposal
SECTION VII:	Proposal Certification/Conflict of Interest Certification
SECTION IX:	Attachments
	A. Specification
	B. Proposal Questions
	C. Price Proposal
	D. Past Performance Questionnaire

SECTION I: GENERAL INFORMATION

The City of Buckeye is seeking the services of a person or entity with expertise in custom graphic designed t-shirts and sports program clothing related services. The clothing will be used citywide and by the Recreation Division of the Community Services Department for various adult and youth sports programs and staff clothing.

Proposals are to be addressed and delivered to the Buckeye City Hall, Attn: Debby Fasano, 530 East Monroe Avenue, Buckeye, Arizona, 85326 no later than **4:00 P.M., MST, August 25, 2016**, at which time a representative of the City will announce publicly the names of those Vendors or individuals submitting proposals. No other public disclosure will be made until after award of the contract.

A non-mandatory pre-proposal conference will be held on **August 15, 2016, 3:00 P.M. MST**, at Buckeye City Hall, Council Chambers, 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. Samples of current shirts will be displayed. Any doubt as to the requirements of this Request for Proposal, or any apparent omission or discrepancy should be submitted in writing pursuant Section III or 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 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

The City of Buckeye Community Services Department, Park and Recreation Division is dedicated to enriching quality of life, managing natural resource and creating memorable experiences for all generation. Buckeye offers programs that inspire personal growth, healthy lifestyles and sense of community. Sports programs include: soccer, basketball, swimming, softball and baseball.

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 Section VI of this Request for Proposal. The successful Vendor(s) will have demonstrated exceptional qualifications. Price while a factor may not be the most important factor in determining the successful Vendor

3. REQUEST FOR PROPOSALS

The City will conduct an evaluation of all submitted proposals by a designated selection team. The evaluation process will identify those Vendors who, in the City's sole discretion, best meets the City's needs. Section VI details the Criteria used for evaluations of proposals. The City reserves the right to reject any or all proposals.

4. ORAL INTERVIEWS/PROPOSAL PRESENTATIONS

Based upon its review of the proposals, the City may select, in its sole discretion, a short list of Vendors who best meet the City's objectives. Vendors on the short list may be invited to participate in the Interview/Presentation phase of the process.

5. NEGOTIATIONS

After the evaluation process, the City will offer the highest ranked firm a thirty (30) day exclusive negotiation period. In the event that there is an impasse in the negotiations, or the City negotiator determines that a contract cannot be reached, the City reserves the right to go to the next highest ranked Vendor, then may continue through those firms on the final list until a contract is successfully negotiated. The City reserves the right to reject any or all proposals at any time, or to cease negotiations over a contract at any time.

END OF SECTION II

SECTION III: INSTRUCTIONS TO PROPOSERS

1. You must address and deliver your proposal to the City of Buckeye, Attn: Debby Fasano, Purchasing Agent, 530 East Monroe Avenue, Buckeye, AZ 85326 on or before the time and date set for closing.

Proposals should be in a sealed envelope/box with the label below cut out and attached to the outside of your submission:

Name of Submitting Firm: _____

SPORT'S CLOTHING AND CUSTOM GRAPHIC DESIGN

RFP No. 2016-014

Due Date and Time: August 25, 2016 at 4:00 P.M., Local Time

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 Agents clock is the governing clock. A late bid shall not be opened except as may be necessary for identification purposes. Proposals received after the due time and date for closing will be returned to the Vendor unopened.

2. Firms interested in this RFP should submit their Proposal as **one (1) original and five (5) copies**. Three-ring binders are preferred. In addition, submit one complete copy of the Qualifications on Compact Disk (CD) or Universal Serial Bus (USB) using a searchable “.pdf” file format. Your Proposal must conform to the following: The original and all copies of the submittal will be appropriately labeled as such. Each set shall be organized using the tabs specified below in Section VII. 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.

3. Your proposal should be submitted in the format shown in Section VII. Proposals in any other format will be considered informal 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

4. No department or office at the City has the authority to solicit or receive official proposals other than the City's Construction and Contracting Division. All solicitations are performed under the direct supervision of the Manager of Construction & 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 Vendors, 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 Vendors. 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. Vendors submitting proposals which meet the selection criteria and which are deemed to be the most advantageous to the City may be requested to give an oral presentation to a selection committee. The Construction and Contracting Division will perform scheduling of these oral presentations.

7. The award shall be made to the responsible Vendor whose proposal is determined to be the most

advantageous to the City based on the evaluation factors set forth in this Request for Proposal. 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.

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

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. 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 Vendor fails to provide recommended information, the City may, at its sole option, ask the Vendor to provide the information or evaluate the proposal without the information.

Responsible: means a Vendor who has the Capability to perform the Contract requirements and the integrity and reliability which will assure good faith performance

Responsive: Means a response to a Solicitation which conforms to the Solicitation in all material respects.

Sample: means an item furnished by a Vendor to show the characteristics of the item offered in the Solicitation.

11. Any person, Vendor, 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.

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

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

Debby Fasano, Purchasing Agent
City of Buckeye
Construction & Contracting Division
530 East Monroe Ave.
Buckeye, Arizona 85326
Email: dfasano@buckeyeaz.gov

Tel: 623-349-6174

Inquiries and requests must be submitted no later than **August 22, 2016 at 12:00 P.M. MST**. 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 Proposal. Vendor shall not rely on any verbal responses from the City. If you have formal questions about any part of this Request for Proposal, which could result in a material issue or a formal amendment to this Request for Proposal, submit your questions to the person listed above.

14. The City shall not reimburse any Vendor the cost of responding to a Request for Proposal.

15. The City believes that it can best maintain its reputation for treating all Vendors and suppliers in a fair, honest, and consistent manner by conducting solicitations in good faith and by granting all Vendors 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 OF SECTION III

SECTION IV: SPECIAL INSTRUCTIONS

1. Offer Acceptance Period: To allow for an adequate evaluation, the City requires the vendor's proposal in repose to this RFP to be valid and irrevocable for ninety (90) days after the proposal due date and time.
2. Contract Type: Terms with justifiable price adjustments allowed, indefinite quantity.
3. Term of Contract: The term of the Contract shall commence on the date the contract is fully executed by the City and shall continue for a period of two (2) years with an option for three (3) additional renewals of one (1) year unless terminated or canceled.
4. Shipping Terms: 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 City representative.
5. Maximum Prices: The City shall not be invoiced at prices higher than those stated in any contract resulting from this bid. Vendor certifies, by signing this bid that the prices offered are no higher than the lowest price the Vendor charges other buyers for similar quantities under similar conditions. Offeror further agrees that any reduction in the price of goods or services cover by this bid and occurring after award will apply to the undelivered balance. The Vendor shall promptly notify the City of such price reductions.
6. Price Adjustment:
 - A. The Purchasing Agent will review fully documented requests for price increases after the Contract has been in effect for twenty four (24) months. The requested price increase must be based upon a cost increase that was clearly unpredictable at the time of Proposal and can be shown to directly affect the price of the item concerned. The City's Construction and Contracting Division will determine whether the requested price increase, or an alternative option, is in the best interest of the City. Advanced thirty (30) day written notification by Vendor is required for any price changes. All price adjustments will be effective on the first day of the month following approval or acceptance by the City's Construction and Contracting Division. After the City approves a price increase the Vendor shall not be eligible to receive an additional increase until twelve (12) months from the date of the last approved price increase.
 - B. Price increase request must be acknowledged in writing by City's Construction and Contracting Division before becoming effective. If not acknowledged within thirty (30) days, Vendor shall contact the City's Construction and Contracting Division to assure the price increase request was received.
7. Turnaround Time: Vendor must be capable of providing a work completion turnaround time for requested delivery of materials and/or services within the time stated in the Scope of Work. Turnaround time is defined as the time frame beginning with the Vendor being notified of a need by the City and ending with the delivery of the work in completed form back to the city within the specified time.
8. Brand Names: Any manufacture's names, trade names, brand names or catalog numbers used in the specification are for the purpose of describing and establishing the quality level, design and performance desired. Such references are not intended to limit or restrict proposal by other manufactures, but intended to establish the quality, design or performance, desired by the City. Any Vendor, which proposes like quality, design or performance, will be considered.
9. Samples: Samples of items, when requested, must be submitted within a reasonable period of time. Unless otherwise specified by the City's Construction and Contracting Division, samples will be furnished at no expense to the City. Samples must be identified as to supplier, manufacture, part number, model number, type, grade, applicable stock number, etc. If not destroyed by testing, samples will be returned at Vendor's

request and sole expense. If no instructions are received for their return, samples will be discarded thirty (30) days after award of contract.

10. Product Discontinuance: The City may award Contracts for particular products and/or models of product as a result of this solicitation. In the event that a product or model is discontinued by the manufacturer, the City at its sole discretion may allow the Contractor to provide a substitute for the discontinued item. The Contractor shall request permission by the City to substitute a new product or model and provide all of the following:

- a. A formal announcement from the manufacturer that the product or model has been discontinued;
- b. Documentation from the manufacturer that names the replacement product or model;
- c. Documentation that provides clear and convincing evidence that the replacement meets or exceeds all specifications required by the original solicitation;
- d. Documentation that provides clear and convincing evidence that the replacement will be compatible with all the functions or uses of the discontinued product or model; and
- e. Documentation confirming that the price for the replacement is the same as or less than the discontinued product or model.

11. Payments: Payment in full shall be made to the Vendor within thirty (30) days after receipt and acceptance of delivery by the City, unless terms other than net thirty (30) days are offered as a discount, at the City's sole discretion.

12. Vendors who take exception to Special Terms & Conditions stated within this Request for Proposal may cause the Proposal to be considered nonresponsive and rejected.

13. Sub-Contractors: The City reserves the right to approve all sub-contractors. Vendor is responsible for all actions of sub-contractors. Vendor shall name sub-contractors as additionally insured, in addition to the city of Buckeye on all required insurance documents.

14. Method of Ordering: Vendor shall deliver items and/or services only upon receipt of a written purchase order issued by the City. All Vendor's invoices and packing/delivery slips must include the City's Contract Number and Purchase Order number.

15. Invoicing: Invoices must include the following information:

- a. City Contract and Purchase Order number.
- b. Items listed individually by the written description and part number,
- c. Unit price, extended price and total.
- d. Applicable tax.
- e. Unique invoice number and date.
- f. Requesting department name and shipped to address.
- g. Payment terms.

16. Packing Slip: All orders must be delivered with a packing slip.

17. Material Priced Incorrectly: As part of any award resulting from this process, Vendor will discount all transitions as agreed. In the event the City discovers, through its contract monitoring process or formal audit

process, that material was priced incorrectly, Vendor agrees to promptly refund all overpayments and to pay all reasonable audit expenses incurred as a result of the non-compliance.

END OF SECTION IV

SECTION V: SCOPE OF WORK

The City of Buckeye (“City”) is issuing this Request for Proposal (“RFP”) to establish a two (2) year contract with renewal options for the purchase of custom graphic designed t-shirts and sports program clothing. The clothing will be used citywide and by the Recreation Division of the Community Services Department for various adult and youth sports programs.

1. The City reserves the right to award to one or multiple vendors by individual line item, by group of items, or as a whole, whichever is most advantageous to the City. In cases of sizing availability, more than one (1) vendor may be awarded the same item.
2. Orders for sports clothing will be placed as-needed throughout the year and will be delivered to the Dr. Saide Recreation Center, 1003 E. Eason Avenue, Buckeye, AZ 85326. All other orders will need to be delivered directly to the ship to address on the purchase order.
3. Color decisions will be made by City staff at the time of order. Information on logos, sponsor names, printing color and size breakdown will be provided three (3) weeks prior to delivery of items.
4. Quantities listed on the Price Sheet are estimated annual quantities and do not guarantee amounts.
5. Offerors shall provide the City with complete manufacturer’s descriptive literature regarding the products proposed to be furnished under the contract. Literature shall be provided in sufficient detail so as to provide the City with full and fair evaluation of the proposal. Literature is required for all items proposed, whether they are named in the Specifications or proposed as an equivalent. The City shall have the final determination as to whether an item is accepted as an approved equivalent or not.
6. Vendors will be required to provide custom artwork to the City and all artwork will become the property of the City. Pricing for art design will be charged at a per hour rate as listed on the Pricing Proposal. Unit pricing for all orders placed under this contract, regardless of order size, must be all-inclusive, including setup fees, screen and embroidery costs, and shipping. There could be as many as 15 custom individual designs in a year. All artwork must have prior approval by the City.
7. Delivery is required within twenty-one (21) calendar days from date of order.
8. Reprints/Add-Ons: Reprints/add-ons shall be complete for pick-up and/or delivered within seventy-two (72) hours of order or sooner.
9. This Request for Proposal references quantities as a general indication of the City’s needs. The City anticipates considerable activity resulting from Contracts that will be awarded as a result of this Request for Proposal; however, the quantities shown are estimates only and the City reserves the right to increase or decrease any quantities actually acquired, in its sole discretion. No commitment of any kind is made concerning quantities and Vendor hereby acknowledges and accepts same.
10. A yearly swimming suite sizing kit will be provided to the City upon request at no cost.

END OF SECTION V

SECTION VI: EVALUATION CRITERIA

In accordance with the City's Procurement Code, awards shall be made to the responsible Vendor whose proposal is determined in writing to be the most advantageous to the City, based upon the evaluation criteria listed below in order of importance.

1. Qualifications and experience of Vendor and personnel (25 points)
2. Understanding of the Services (30 points)
3. References (10 points)
4. Pricing (35 points)

Total points possible = 100

MINIMUM QUALIFICATIONS

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

1. Proposal submitted on or before the RFP closing date.
2. Proposal is in the format requested in Section VII.
3. Vendor is licensed to do business in the State of Arizona. Provide licensure information with your proposal.
4. Vendor has been in business in Arizona for a minimum of three (3) years concurrently.
5. Vendor has provided similar services to an organization of the same size or larger than the City of Buckeye within the last twelve (12) months.

END OF SECTION VI

SECTION VII: FORM OF PROPOSAL

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 Vendor 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 Vendor to provide the missing information or evaluate the proposal without the missing information.

1. Submittal and Review

1.1. Information shall be submitted in portrait format on 8-1/2" by 11" paper. Text may be on both sides of the paper, but each side of page with print will be considered 1 page. There is a 7 page limit excluding resumes and Department of Environmental Health Reports, but including the materials necessary to address scope of work understanding, general information, organizational chart, photos, tables, graphs, and diagrams; tabs are not counted as a page unless it contains information regarding the proposal. Emphasis should be on completeness and clarity of content. Each response should reference the criteria section being addressed. Pages should be numbered consecutively. Note: Failure to respond to all requested information may be considered non-responsive and may disqualify a proposal from further consideration. Binders are the preferred method of containing contents or proposal. Text shall be a minimum of eleven-point font.

2. Quantity

2.1. Proposals should be submitted as a document set, containing **one (1) clearly marked original** and **four (4) additional copies (for a total of five (5) submitted)**. The Price Proposal shall be submitted in a separate sealed envelope with one (1) clearly marked original and four (4) additional copies.

3. Request for Proposal Contents

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

Section 1: Letter of Transmittal (1 page maximum)

A letter of transmittal with an original ink signature by a person authorized to represent this proposal shall be submitted with Vendor's original proposal,

Briefly describe your Vendor's organizational structure.

Provide the name(s) of the person(s) authorized to make representations for or on behalf of your company, their title(s), address (es), telephone/fax number(s), and email address (es).

Identify the location of the Vendor's principal office and the local work office, if different.

Identify any claims against Vendor arising from a contract which resulted in litigation or arbitration within the last five years. Briefly describe the circumstances and the outcome.

A corporate officer or other individual with the authority to bind the Vendor must sign the letter.

Section 2: Qualifications and Experience of Vendor and Personnel (3 pages maximum)

- (a) Vendor shall provide general information relating to its organization, including years in business.

- (b) Vendor shall provide a description of other services of a similar nature that its organization has been involved in within the last three (3) years.
- (c) Identify each key personnel member that will render services to the City including title and relevant experience. Attach a one page resume as a single appendix at the end of the Proposal which will not be counted towards the Proposal page limit.
- (d) Attach a minimum of ten (10) sports artwork samples with your proposal that are reflective of the quality of artwork to be provided if awarded a contract. Artwork should be attached together as a single appendix at the end of the Proposal and will not count towards the Proposal page limit.

Section 3: Understanding of the Project (3 pages maximum)

(a) Vendor shall provide a summary of the project and its understanding of the needs of the City of Buckeye.

(b) Provide the City with complete manufacturer's literature regarding the products proposed to be furnished under the contract. Literature shall be provided in sufficient detail so as to provide the City with full and fair evaluation of the proposal. Literature is required for all items proposed, whether they are named in the Specifications or proposed as an equivalent. The City shall have the final determination as to whether an item is accepted as an approved equivalent or not. Attached literature as a single appendix at the end of the Proposal. This will not count towards the Proposal page limit.

(c) Answer Proposal Question (Section XI, Attachment A) and attach as a single appendix at the end of the Proposal. This will not count towards the Proposal page limit.

(d) Fill out Specification Section XI, Attachment B and attach as a single appendix at the end of the Proposal. This will not count towards the Proposal page limit.

Section 4: Past Performance Questionnaire

(a) Using the provided Past Performance Questionnaire (Section XI, Attachment D), provide the names, addresses, contact persons and telephone numbers of at least three verifiable business references for which the Vendor is providing or has provided services similar to those described in this solicitation. For each company, complete a Past Performance Questionnaire. The Vendor is directed to provide this form to the owner. Instruct the owner to complete the form and return the completed form with your proposal. Attached Past Performance Questionnaires as a single appendix at the end of the Proposal. This will not count towards the Proposal page limit.

Section 5: Price

Price shall be submitted in a separate, sealed envelope enclosed with your proposal; one (1) original and one (1) copy and labeled as such.

(a) Unit pricing for all orders placed under this contract, regardless of order size, must be all inclusive, including set-up fees, screen costs and shipping. If not providing unit pricing for an item, enter a "N/A" in the unit price space. Vendors do not need to bid on all items in order to be considered for award.

END SECTION VII

SECTION VIII: PROPOSAL CERTIFICATION/CONFLICT OF INTEREST CERTIFICATION

City of Buckeye
Construction and Contracting Division
530 East 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 the 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 the 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 Proposal No. **2016-015**, for the **Sports Clothing and Custom Graphic Design** and after carefully reviewing all the terms, conditions and requirements contained therein, the undersigned agrees to furnish such goods/services in accordance with the specifications/scope of work.

ADDENDA: Receipt of the following Addenda is acknowledged, and the provisions are included in this Request for Proposal:

Addendum No. 1 _____ Dated _____

Addendum No. 2 _____ Dated _____

Addendum No. 3 _____ Dated _____

Vendor Name: _____

Address: _____

City: _____, State: _____, Zip Code: _____

(signature required)

(print name)

(phone)

(print title)

(E-Mail)

(date)

END SECTION VIII

**SECTION IX:
ATTACHMENT A
SPECIFICATION**

SPECIFICATIONS

Listed below are the minimum specifications. For clothing requiring numbers, numbering shall be of similar style and font with a minimum 7-1/2" on the back of shirts and 3" on the front; unless specified otherwise. Not all shirts will require numbers on the front. For shirts requiring lettering, lettering shall be of similar style and font with a minimum 2" (lengthy names to be 1.5"); unless specified otherwise.

Any exceptions to the specifications must be explained. Provide additional sheets as necessary.

Item 1 – Summer Camp Staff Shirts

Staff for Summer Recreation, Summer Camp Little Squirts Shirts (adult)

Description		Yes	No	Exceptions
1.	Gildan 2000 T-Shirt or equivalent			
2.	100% cotton (preshrunk)			
3.	6.1 ounce fabric weight or greater			
4.	No chest pocket			
5.	Seamless double-needle collar			
6.	Double needle stitching on sleeves and hem			
7.	Tapered neck and shoulders			
8.	Color: Approximately 7 different color options per year			
9.	Sizes: Adult Small to Adult 3XL			
Screen Printing Option				
1.	Left chest imprint one (1) color design			
2.	Full back imprint one (1) color design.			

Note: Full back imprint changes every year.

Item 2 – Spring Coach Shirt

Description		Yes	No	Exceptions
1.	Gildan 2000 T-Shirt or equivalent			
2.	100% cotton (preshrunk)			
3.	6.1 ounce fabric weight or greater			
4.	No chest pocket			
5.	Seamless double-needle collar			
6.	Double needle stitching on sleeves and hem			
7.	Tapered neck and shoulders			
8.	Color: Approximately 15 different color options			
9.	Sizes: Adult Small to Adult 3XL			
Screen Printing Option				
1.	Left chest imprint one (1) color design			
2.	Back one (1) color "COACH"			

Item 3 – Winter, Spring, Fall and Summer Adult Softball

Description		Yes	No	Exceptions
1.	Gildan 2000 T-Shirt or equivalent			
2.	100% cotton (preshrunk)			
3.	6.1 ounce fabric weight or greater			
4.	No chest pocket			
5.	Seamless double-needle collar			
6.	Double needle stitching on sleeves and hem			
7.	Tapered neck and shoulders			
8.	Color: Approximately 10 different color options per year			
9.	Sizes: Adult Small to Adult 3XL			
Screen Printing Option				
1.	Left chest imprint one (1) color design			
2.	Full back imprint one (1) color design.			
3.	Back one (1) color number (1- 12)			

Note: Approximately 4 different orders per year, each order will have different artwork on full back.

Item 4. – Youth Summer Camp Little Squirts and Summer Recreation Participants Shirts

Description		Yes	No	Exceptions
1.	Gildan 2000B T-Shirt or equivalent			
2.	100% cotton (preshrunk)			
3.	6 ounce fabric weight or greater			
4.	No chest pocket			
5.	Seamless double-needle 3/4" collar			
6.	Double needle stitching on sleeves and hem			
7.	Tapered neck and shoulders			
8.	Color: Approximately 15 different color options			
9.	Size: Youth X-Small to XL			
Screen Printing Option				
1.	Left chest imprint one (1) color design			
2.	Full back imprint one (1) color design			

Item 5 – Volunteer Shirts

Description		Yes	No	Exceptions
1.	Gildan 2000 T-Shirt or equivalent			
2.	100% cotton (preshrunk)			
3.	6.1 ounce fabric weight or greater			
4.	No chest pocket			
5.	Seamless double-needle collar			
6.	Double needle stitching on sleeves and hem			
7.	Tapered neck and shoulders			
8.	Color: Red			
9.	Size: Adult Small to Adult 3XL			
Screen Printing Option				
1.	Left chest imprint one (1) color design			
2.	Back one (1) color "VOLUNTEER"			

Item 6 – Summer Pool Cashier Shirts

Description		Yes	No	Exceptions
1.	Gildan 2000 T-Shirt or equivalent			
2.	100% cotton (preshrunk)			
3.	6.1 ounce fabric weight or greater			
4.	No chest pocket			
5.	Seamless double-needle collar			
6.	Double needle stitching on sleeves and hem			
7.	Tapered neck and shoulders			
8.	Color: Approximately 7 different color options per year			
9.	Sizes: Adult Small to Adult 3XL			
Screen Printing Option				
1.	Left chest imprint one (1) color design			
2.	Full back imprint one (1) color design.			
3.	Back one (1) color “Aquatic Staff”			

Item 7 – Summer Recreation Staff Shirts

Description		Yes	No	Exceptions
1.	Sport-Tek ST361 Contender T-Shirt or equivalent			
2.	100% polyester jersey			
3.	3.8 ounce fabric weight or greater			
4.	3.8 ounce 100% polyester interlock panels			
5.	Extra color at neck and sides			
6.	Moisture wicking			
7.	Snag resistant			
8.	Raglan sleeves			
9.	Color: Vintage Heather/Lime Shock			
10.	Sizes: Adult Small to Adult 3XL			
Screen Printing Option				
1.	Left chest imprint one (1) color design			
2.	Full back imprint one (1) color design.			

Item 8 – Staff Shirts (Kids Base, Rec, Sports, Summer Camp/Rec)

Description		Yes	No	Exceptions
1.	Sport-Tek ST350 or equivalent			
2.	100% cationic polyester interlock			
3.	3.8 ounce fabric weight or greater			
4.	Double needle sleeves and hem			
5.	Moisture wicking			
6.	Set-in sleeves			
7.	Color: Up to 14 different colors			
8.	Sizes: Adult Small to Adult 3XL			
Screen Printing Option				
1.	Left chest imprint one (1) color design			
2.	Full back imprint one (1) color design			

Item 9 – Sport Staff Long Sleeve Shirts

Description		Yes	No	Exceptions
1.	Sport-Teck ST350LS or equivalent			
2.	100% cationic polyester			
2.	3.8 ounce fabric weight or greater			
3.	Double needle sleeves and hem			
4.	Moisture wicking			
5.	Set-in sleeve			
6.	Color: Navy Blue			
7.	Size: Adult Small to Adult 3XL			
Screen Printing Option				
1.	Left chest imprint one (1) color design			
2.	Full back imprint one (1) color design			

Item 10 – Staff Sweatshirts

Description		Yes	No	Exceptions
1.	Sport-Tek ST267 Sweatshirt or equivalent			
2.	65/35 ring spun combed cotton/poly fleece			
3.	9 ounce fabric weight or greater			
4.	Three panel hood			
5.	Dyed to match draw cord			
6.	Twill-taped neck			
7.	2x2 rib knit cuffs and hem with spandex			
8.	Raglan sleeves			
9.	Front pouch pocket			
10.	Color: True Navy/Vintage Heather			
11.	Sizes: Adult Small to Adult 3XL			
Screen Printing Option				
1.	Full back imprint one (1) color design			

Item 11 – Recreation Area Agency Division Shirts

Description		Yes	No	Exceptions
1.	Sport-Teck ST360 or equivalent			
2.	100% polyester jersey			
2.	3.8 ounce fabric weight or greater			
3.	Double-needle hem			
4.	Set-in sleeve			
5.	Requires screen printed logo on front			
6.	Color: Up to 14 different colors			
7.	Size: Adult Small to Adult 4XL			
Screen Printing Option				
1.	Left chest imprint one (1) color design			

Item 12 – Recreation Area Agency Division Ladies Shirts

Description		Yes	No	Exceptions
1.	Sport-Teck LST360 or equivalent			
2.	100% polyester jersey			
2.	3.8 ounce fabric weight or greater			
3.	Double-needle hem			
4.	Set-in sleeve			
6.	Color: Up to 14 colors			
7.	Size: Adult Small to Adult 4XL			
Screen Printing Option				
1.	Left chest imprint one (1) color design			

Item 13 – Spring and Fall Soccer Jerseys

Description		Yes	No	Exceptions
1.	Score Sports Costa Rica No. 235 or equivalent			
2.	100% Polyester			
3.	Moisture Wicking			
4.	Contrasting Sleeve piping			
5.	V-neck classic stitch collar			
6.	Double needle stitching			
7.	Color: Approximately 15 different color options			
8.	Size: Youth Small to Adult 3XL			
Screen Printing Option				
1.	Left chest imprint one (1) color design			
2.	Full back imprint one (1) color with number			
3.	Back one (1) color number (1- 12)			

Note: Approximately 2 different orders per year, each order will have different artwork on full back.

Item 14 – Recreation Division Ladies Polo

Description		Yes	No	Exceptions
1.	Cutter & Buck No. LCK02358 or equivalent			
2.	53% cotton, 47% polyester jersey			
3.	Moisture-wicking			
4.	Self-fabric collar			
5.	Y-neck styling			
6.	Contract fabric placket			
7.	Drop front shoulder			
8.	Color: Navy, Black, Purple and Grey			
9.	Size: Adult Small to Adult 3XL			
Embroidery Option				
1.	Front left chest embroidered City Logo			

Item 15 – Recreation Division Men’s Polo

Description		Yes	No	Exceptions
1.	Cutter & Buck No. MCK00427			
2.	53% cotton, 47% polyester jersey			
3.	Moisture-wicking			
4.	Self-fabric collar			
5.	Side vents			
6.	Piping at inside back neck			
7.	3 button placket, button same color as fabric			
8.	Drop front shoulder			
9.	Back half moon			
10.	Open sleeves			
11.	Stipe pattern			
12.	Color: Navy, Black, Purple and Grey			
13.	Size: Adult Small to Adult 2XL			
Embroidery Option				
1.	Left chest imprint one (1) color design			

Item 16 – Lifeguard Short Sleeve Shirts

Description		Yes	No	Exceptions
1.	A2 No. N3142 or equivalent			
2.	100% polyester jersey			
2.	4 ounce fabric weight or greater			
3.	Moisture wicking			
4.	Order resistant			
5.	Stain release			
6.	Color: White			
7.	Sizes: Adult Small to Adult 2XL			
Screen Printing Option				
1.	Left chest imprint one (1) color design			
2.	Back imprint “LIFEGUARD” one (1) color design			
3.	Back right shoulder imprint one (1) color design			

Note: Screen printing should use ink capable of not fading when exposed to suntan lotion, chlorine and heat.

Item 17 – Lifeguard Long Sleeve Shirts

Description		Yes	No	Exceptions
1.	A2 No. N3165 or equivalent			
2.	100% polyester jersey			
2.	4 ounce fabric weight or greater			
3.	Moisture wicking			
4.	Order resistant			
5.	Snag resistant			
6.	Stain release			
7.	Color: White			
8.	Sizes: Adult Small to Adult 2XL			
Screen Printing Option				
1.	Left chest imprint one (1) color design			
2.	Back imprint “LIFEGUARD” one (1) color design			
3.	Back right shoulder imprint one (1) color design			

Note: Screen printing should use ink capable of not fading when exposed to suntan lotion, chlorine and heat.

Item 18 – Lifeguard Female Swimming Suit

Description		Yes	No	Exceptions
1.	Dolfin No. 9601C or equivalent			
2.	100% polyester			
2.	String back			
3.	Color: Back/Red			
4.	Sizes: Adult 22 to 40			
Screen Printing Option				
1.	Upper center chest with Guard			

Note: Yearly fit kit required. Screen printing should use ink capable of not fading when exposed to suntan lotion, chlorine and heat.

Item 19 – Lifeguard Male Swimming Suit

Description		Yes	No	Exceptions
1.	Waterman Pro Lifeguard Boardshort or equivalent			
2.	100% sanded polyester microfiber			
2.	9” inseam			
3.	Anti-microbial liner (not porthole mesh)			
4.	Elastic Waist			
5.	Two side pockets			
6.	Cargo pocket			
7.	Color: Back			
8.	Sizes: Adult Small to 3XL			
Screen Printing Option				
1.	Right front above hem with Guard			

Note: Yearly fit kit required. Screen printing should use ink capable of not fading when exposed to suntan lotion, chlorine and heat.

Item 20 – Female Swimming Suit

Description		Yes	No	Exceptions
1.	Speedo No. 7235031 swim suit or equivalent			
2.	74% nylon/26% Lycra® xtra life fiber			
2.	Wide crossed straps			
3.	High back cut			
4.	Resists sagging and bagging			
5.	Soft ups for modest coverage and light support			
6.	Conservative leg height			
7.	Fully lined			
8.	Color: Back			
	Sizes: Adult 4 to 18			
	Screen Printing Option			
1.	None			

****The following items are currently supplied from a grant provided through the Arizona Diamondbacks and is for possible future pricing if the grant is not renewed.**

Item 21 – Fall Baseball Jerseys

Description		Yes	No	Exceptions
1.	Score Sports Anaheim No. C516 or equivalent			
2.	100% Polyester			
3.	Moisture Wicking			
4.	Contrasting mesh inserts			
5.	Set-in sleeves			
6.	Two tone V-neck opening			
8.	Color: Approximately 15 different color options.			
9.	Size: Youth X-Small to Adult 3XL			

Item 22 – Fall Baseball Hat

Description		Yes	No	Exceptions
1.	OC Sports No. MLB-300 or equivalent			
2.	Mid to low crown profile			
3.	Polyester/cotton twill			
4.	CF2 visor			
5.	Adjustable hook/loop tape closure			
6.	Black anti-glare under-visor			
7.	3D replica logo			
8.	Color: Various per major league baseball team			
9.	Size: Youth and Adult			
	Embroidery Option			
1.	Embroidered major league baseball logo			

SECTION X:
ATTACHMENT B
PROPOSAL QUESTIONS

PROPOSAL QUESTIONS
****RETURN THIS SECTION WITH YOUR RESPONSE****

Please answer the questions below in the format provided. These questions will be used in the evaluation process. Additional pages may be added as long as the question numbers correspond. Attach as part of a single appendix at the end of the Proposal will not count towards the Proposal page limit.

1. Can you comply with the City's delivery requirement of within twenty-one (21) days from date of order?

Yes _____ No _____

2. Can you comply with the City's delivery requirement for reprints/add-ons within seventy-two (72) hours of order?

Yes _____ No _____

3. Are you proposing equivalent products to this RFP? If "Yes" have you included descriptive literature for the equivalent products?

Yes _____ No _____ Yes _____ No _____

4. What amount of clothing inventory will your firm keep in-stock for this contract?

\$ _____

5. Please describe your firm's policy for damaged items.

6. Please describe your firm's warranty for the items proposed including screen printing.

7. List the colors that are available for the items you bid.

Item 1: _____

Item 2: _____

Item 3: _____

Item 4: _____

Item 5: _____

Item 6: _____

Item 7: _____

Item 8: _____

Item 9: _____

Item 10: _____

Item 11: _____

Item 12: _____

Item 13: _____

Item 14: _____

Item 15: _____

Item 16: _____

Item 17: _____

Item 18: _____

Item 19: _____

Item 20: _____

Item 21: _____

Item 22: _____

7. Describe your method for packaging items for delivery.

8. Will you use sub-contractor(s)? If “Yes”, please identify the sub-contractor(s) and provide a brief description of the sub-contractor’s relevant experience for the services to be provided.

Yes _____ No _____

SECTION X:
ATTACHMENT C
PRICING PROPOSAL

PRICING

****RETURN THIS SECTION WITH YOUR RESPONSE****

Vendor should enter a "N/A" in the Extended Price space for items not proposing on. You do not need to provide pricing on all items to be considered for this award.

Item No.	Description	Size	Est. Qty.	Unit	Unit Price	Extended Price
1	Adult Staff Camp Shirts	S –XL	165	Each	\$ _____	\$ _____
		2XL – 3XL	10	Each	\$ _____	\$ _____
Manufacturer and Model Number: _____						
2	Adult Spring Coach Shirts	S –XL	95	Each	\$ _____	\$ _____
		2XL – 3XL	25	Each	\$ _____	\$ _____
		4XL – 5XL	3	Each	\$ _____	\$ _____
		6XL	1	Each	\$ _____	\$ _____
Manufacturer and Model Number: _____						
3	Adult Winter, Spring Fall and Summer Adult Softball Shirts	S –XL	540	Each	\$ _____	\$ _____
		2XL – 3XL	108	Each	\$ _____	\$ _____
Manufacturer and Model Number: _____						
4	Youth Summer Camp Little Squirts and Recreation Participants Shirts	XS – XL	170	Each	\$ _____	\$ _____
Manufacturer and Model Number: _____						
5	Volunteer Shirts	S –XL	38	Each	\$ _____	\$ _____
		2XL – 3XL	7	Each	\$ _____	\$ _____
Manufacturer and Model Number: _____						
6	Summer Pool Cashier Shirts	S –XL	20	Each	\$ _____	\$ _____
		2XL – 3XL	2	Each	\$ _____	\$ _____
Manufacturer and Model Number: _____						

Item No.	Description	Size	Est. Qty.	Unit	Unit Price	Extended Price
7	Adult Summer Recreation Staff Shirts	S –XL		Each	\$ _____	\$ _____
		2XL – 3XL		Each	\$ _____	\$ _____
Manufacturer and Model Number: _____						
8	Staff Shirts	S –XL	95	Each	\$ _____	\$ _____
		2XL – 3XL	15	Each	\$ _____	\$ _____
Manufacturer and Model Number: _____						
9	Sport Staff Long Sleeve Shirts	S –XL	38	Each	\$ _____	\$ _____
		2XL – 3XL	7	Each	\$ _____	\$ _____
Manufacturer and Model Number: _____						
10	Staff Sweatshirts	S –XL	30	Each	\$ _____	\$ _____
		2XL – 3XL	5	Each	\$ _____	\$ _____
Manufacturer and Model Number: _____						
11	Recreation Area Agency Division Mens Shirts	S –XL	8	Each	\$ _____	\$ _____
		2XL – 3XL	2	Each	\$ _____	\$ _____
Manufacturer and Model Number: _____						
12	Recreation Area Agency Division Ladies Shirts	S –XL	11	Each	\$ _____	\$ _____
		2XL – 3XL	5	Each	\$ _____	\$ _____
Manufacturer and Model Number: _____						

Item No.	Description	Size	Est. Qty.	Unit	Unit Price	Extended Price
13	Youth and Adult Spring and Fall Soccer Jerseys	Youth XS – XL	685	Each	\$ _____	\$ _____
		Adult S – XL	175	Each	\$ _____	\$ _____
		Adult 2XL – 3XL	10	Each	\$ _____	\$ _____
Manufacturer and Model Number: _____						
14	Recreation Division Ladies Polo	S – XL	5	Each	\$ _____	\$ _____
		2XL – 3XL	1	Each	\$ _____	\$ _____
Manufacturer and Model Number: _____						
15	Recreation Division Men's Polo	S – XL	2	Each	\$ _____	\$ _____
		2XL – 3XL	3	Each	\$ _____	\$ _____
Manufacturer and Model Number: _____						
16	Adult Lifeguard Short Sleeve Shirts	S – XL	47	Each	\$ _____	\$ _____
		2XL – 3XL	5	Each	\$ _____	\$ _____
Manufacturer and Model Number: _____						
17	Lifeguard Long Sleeve Shirts	S – XL	47	Each	\$ _____	\$ _____
		2XL – 3XL	5	Each	\$ _____	\$ _____
Manufacturer and Model Number: _____						
18	Lifeguard Female Swimming Suits	S – XL		Each	\$ _____	\$ _____
		2XL – 3XL		Each	\$ _____	\$ _____
Manufacturer and Model Number: _____						

Item No.	Description	Size	Est. Qty.	Unit	Unit Price	Extended Price
19	Lifeguard Male Swimming Suits	S – XL		Each	\$ _____	\$ _____
		2XL – 3XL		Each	\$ _____	\$ _____
Manufacturer and Model Number: _____						
20	Female Swimming Suits	S – XL		Each	\$ _____	\$ _____
		2XL – 3XL		Each	\$ _____	\$ _____
Manufacturer and Model Number: _____						
21	Fall Baseball Jerseys	Youth	385	Each	\$ _____	\$ _____
		S – XL				
		Adult	45	Each	\$ _____	\$ _____
S – XL						
	Adult	5	Each	\$ _____	\$ _____	
	2XL – 3XL					
Manufacturer and Model Number: _____						
22	Fall Baseball Hats	Youth Size	300	Each	\$ _____	\$ _____
		Adult Size	50	Each	\$ _____	\$ _____
Manufacturer and Model Number: _____						

Art Design Charges \$ _____ per hour

List any additional fees and their description:

\$ _____ for _____

\$ _____ for _____

\$ _____ for _____

The City may utilize a Procurement Card program to both improve and expedite the purchasing and payment process. Upon implementation, the City will be asking Offerors to provide a prompt payment discount taking into consideration receipt of payment within seventy-two (72) hours from time of payment processing.

Will you allow payment of invoices using the Procurement Card? Yes No

Will you offer a prompt payment discount via invoice? Yes No

If Yes, what are the terms? ___%n net ___ Days

I/We, the undersigned, propose to provide the service necessary for the specification/scope of work. I/We further declare that I/We have carefully read and examined all information to the referenced Request for Proposal. I/We agree to comply with the City's rules, regulation and polices.

Name of Company

Date Signed

Authorized Signature

Telephone Number

Type Name and Position Held with Firm

E-Mail Address

Mailing Address

City, State and Zip

SECTION X:
ATTACHMENT C
PAST PERFORMANCE QUESTIONNAIRE

PAST PERFORMANCE QUESTIONNAIRE

CONTRACT INFORMATION (To be completed by Contractor)

1. Contractor Information:

Firm _____ Name: _____ Email: _____
Address: _____ Contact _____ Name: _____
Phone Number: _____ Contact Phone: _____

2. Work Performed as: Prime Contractor Sub Contractor Joint Venture Other (Explain): _____

3. 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: _____

4. Project Description:

Complexity of Work: High Med Routine

How is this project relevant to project of submission? (Please provide details such as similar equipment, requirements, conditions, etc.) _____

CLIENT INFORMATION (To be completed by Client)

5. Client Information:

Name: _____ Phone Number: _____

Title: _____ Email Address: _____

6. Describe the client's role in the project:

Client Signature: _____

Date: _____

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

RAITING	DEFINITION	NOTE
(E) Exceptional	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.
(VG) Very Good	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 rating is appropriate when the Contractor successfully performed a significant event that was a benefit to the Government/Owner. There should have been no significant weaknesses identified.
(S) Satisfactory	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 rating 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. A fundamental principle of assigning ratings is that the Contractors will not be assessed a rating lower than Satisfactory solely for not performing beyond the requirements of the contract.
(M) Marginal	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 rating is appropriate when a significant event occurred that the Contractor had trouble overcoming which impacted the Government/Owner.
(U) Unsatisfactory	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 rating 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 rating.
(N) Not Applicable	No information or did not apply to your contract	Rating will be neither positive nor negative.

PAST PERFORMANCE EVALUATION

(TO BE COMPLETED BY CLIENT)

1. QUALITY	
a) Quality of product provided	E VG S M U N
b) Ability to meet quality standards specified in contract	E VG S M U N
c) Timeliness/effectiveness of contract problem resolution without extensive customer guidance	E VG S M U N
d) Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements (without adverse effect on performance)	E VG S M U N
2. SCHEDULE/TIMELINESS OF PERFORMANCE:	
a) Compliance with contract delivery/completion schedule	E VG S M U N
b) Corrected unsatisfactory work in a timely manner	E VG S M U N
3. CUSTOMER SATISFACTION	
a) Contractor was 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
b) To what extent was the Contractor cooperative, businesslike, and concerned with the interests of the customer?	E VG S M U N
c) Overall customer satisfaction	E VG S M U N
4. MANAGEMENT/PERSONNEL/LABOR	
a) Knowledge/expertise demonstrated by Contractor and personnel	E VG S M U N
b) Ability to assimilate and incorporate changes in requirements and/or priority, including planning, execution and response to Government changes	E VG S M U N

5. COST/FINANCIAL MANAGEMENT	
a) Ability to meet the terms and conditions within the contractually agreed price(s)?	E VG S M U N
b) 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
c) Have there been any indications that the Contractor has had any financial problems? <i>If yes, please explain below.</i>	Yes No
6. GENERAL	
a) Ability to successfully respond to emergency and/or surge situations (including notifying Contracting Officer in a timely manner regarding urgent contractual issues)	E VG S M U N
b) Compliance with contractual terms/ provisions <i>(explain if specific issues)</i>	E VG S M U N
c) Would you hire or work with this Vendor again? <i>(if no, please explain below)</i>	Yes No
d) In summary, provide an overall rating for the work performed by this Contractor.	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)

Client Signature:

Date:
