



**Request for Quotation
#21512Q**

Custodial Uniforms

**Due by: 3:00 p.m. LT
Monday, March 22, 2021**

PART 1: GENERAL INSTRUCTIONS

1.01 INVITATION

Quotations will be received at the Purchasing Department of Anoka-Hennepin School District, 2727 North Ferry Street, Entrance #1 Anoka, Minnesota 55303 until 3:00 p.m. Local Time on Monday, March 22, 2021 to furnish and deliver custodial uniforms, in accordance with the specifications included in this document.

1.02 BACKGROUND AND OBJECTIVE

Anoka-Hennepin School District is requesting quotations from qualified vendors to furnish and deliver custodial uniforms, which are purchased by the Buildings and Grounds Department for approximately 220 custodial staff. The District intends to enter a contract with a single vendor for a period of up to four years.

1.03 DEFINITIONS

The term:

- **District** refers to Anoka-Hennepin School District and any department or board of the School District.
- **Vendor** means the manufacturer of the products being submitted for consideration
- **LT** means Local Time
- **Contract Vendor** refers to the Vendor that has been awarded a contract as a result of this quote.
- **RFQ** means Request for Quotation

1.04 INSTRUCTIONS

A. Response Preparation

Vendor to submit one (1) original response printed on standard copy paper, for reproduction for evaluation team, clearly labeled with:

Vendor Name

"21512Q" – To Furnish and Deliver Custodial Uniforms

Attn: Tiffany Audette, CPPB / Purchasing and a notation "Quote Enclosed – Do Not Open until at 3:00 p.m. LT on Monday, March 22, 2021.

The quote must be signed by an officer or other employee authorized to submit the quote. Proof of authority of the person submitting the quote must be made available upon request from the District.

Acceptable delivery methods are listed below:

- US Postal Service
- FedEx, Courier, UPS
- Personally, hand delivered*
- Email

The responder assumes the risk of any delay in the mail or on the handling of mail by employees.

B. Multiple Submissions – Not Applicable

C. Delivery Response

Quotes must be received at the following address:

Anoka-Hennepin School District
Purchasing Department, Entrance #1
Attn: Tiffany Audette, CPPB
2727 North Ferry Street
Anoka, MN 55303

If delivering in person, please check in with receptionist at Entrance #1.

D. Quotation Opening

Quotes will be opened and read on Monday, March 22, 2021 at 3:00 p.m. local time. From the time the response is submitted until a contract is in place, each response is considered a working document. Social distancing will be practiced at the quote opening.

In the event of an unforeseen closure at the Anoka-Hennepin School District site, that is designated in the solicitation for the receipt and opening of quotes and/or proposals, at the date and time of the scheduled opening, the Procurement Department postpones the receipt and opening of quotes, quotes and/or proposals as scheduled. The due date and time, specified for the receipt of quotes, quotes and/or proposals is deemed to be extended, to the same time of day specified in the solicitation and on the first subsequent operational business day, unless otherwise amended prior to the due date and time.

E. Late Quote Submissions

The Vendor assumes the risk of any delay in the delivery of their quote. Whether the quote is sent by mail, or by means of personal delivery, the Vendor assumes responsibility for having their quote clocked in on time at the location specified above. Any quotes received after the quote opening time identified in Section 1.04 may be rejected.

F. Editing of this Document

This document must be submitted without any alterations or edits to the terms and conditions. If your response submission is found to have any modifications, additions, or changes to the originally sent documents, your response may be considered fraudulent and be rejected.

Vendors must submit all quotes on the District's forms. Quotes submitted on company forms may be rejected.

G. Withdrawal of Quotes

A quote, once delivered to the formal custody of the District, may not be withdrawn until after the quotes are opened and acknowledged; and no response may be withdrawn for a period of sixty days from the opening. Once the District has received a quote, that document becomes property of the District.

H. Vendor Responsibility

It is the obligation of each Vendor to examine instructions, requirements and specifications before submitting a quote. Submission of a quote shall be proof that such examination has been made and that each vendor has become thoroughly familiar with the requirements. The District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the Vendor.

I. Incurring Costs

Neither the District nor its representatives shall be liable for any expenses incurred in connection with the preparation of a quote, whether or not it is the successful Vendor. These costs include but are not limited to:

- bonding
- legal costs for any reason
- visitation costs
- reproduction
- postage and mailing

J. Disclosure of Data

According to state law, the content of all quotes and related correspondence, which discloses any aspect of the quotation process, will be considered public information when the award decision is announced. This includes all documents received in response to this RFQ, both the selected quote and the quote(s) not selected. Therefore, the District makes no representation that it can or will maintain the confidentiality of such information.

K. Timeline

Description	Date	Time
Quote #21512Q Released	Thursday, February 25, 2021	
Questions due from Vendors	Monday, March 8, 2021	4:00 p.m. LT
Responses due to Vendors	Monday, March 15, 2021	4:00 p.m. LT
Quote #21512Q Opening	Monday, March 22, 2021	3:00 p.m. LT

L. Quotation Security – Not Applicable

M. Affidavit of Non-Collusion

Collusion of Vendors is cause for rejection of Vendors involved. A completed Affidavit of Non-Collusion must be submitted with each quote. Please refer to Attachment A.

N. Pre-Quote Meeting – Not Applicable

O. Inquiries Regarding Quote

All inquiries concerning this RFQ must be submitted via email to PurchaseQuotes@ahschools.us by **4:00 p.m. on Monday, March 8, 2021**. The District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the Vendor. No phone or in person inquiries will be accepted. It is the Vendor's responsibility to bring all discrepancies, ambiguities, omissions, or matters that need clarification to the District's attention. Responses to inquiries will be emailed to Vendors **by 4:00 p.m. on Monday, March 15, 2021**.

P. Deviation from Specifications

The use of approved manufacturer, brand and/or catalog description in specifying any item does not restrict vendors to that manufacturer, brand or catalog description identification. This is used simply to indicate the character, quality, or performance equivalence of the commodity desired, and the commodity on which quotes are submitted must be of such character, quality, or equivalence that it will serve the purpose for which it is to be used equally well as that specified, and be acceptable to the using department.

All substitution requests must be submitted for approval during the question period of the solicitation. A complete description of the proposed substitution including packing and shipping quantities and color samples for the manufacturer, which it is to be substituted, must be included in the substitution requests. All substitution requests will be reviewed, and approved substitutions will be addressed in the addendum.

Q. Samples

The District reserves the right to call for samples on proposed substitutions at no cost to the District. Samples will be used to confirm whether the item provides the equivalent quality and performance as desired. Except for those samples destroyed or mutilated in testing, they will be returned at the Responder's request, transportation charges collect.

The District may request, and the Vendor agrees to submit, a sample at no charge to the District including transportation within 5 business days. The procedure for submitting samples will be given to Vendors by the District when requesting samples. The District reserves the right to determine the acceptability of any equivalent or alternatives offered, and the District's decision is final. Refer to Part 2 for more details.

Quotes must be provided in accordance the products specified in the solicitation in addendum. Substitutions not approved prior to quote submission will not be considered for contract award.

R. References

In Part 3, Vendors are required to list three customers with approximately the same service requirements and volume as described in this document. In addition, the responder must provide information for a company who has discontinued a contract within the last three years. The District will make all reasonable attempts to reach the specified references.

S. Uniformity

To provide uniformity and to facilitate comparison of responses, all submissions must be printed in ink, signed and submitted on the forms provided. When additional sheets are necessary, they must be submitted clearly referring to the page number, section, or other identifying reference in this document. All information submitted must be noted in the same sequence as it appears in this document.

T. Interpretations and/or Clarifications

Interpretations and/or clarifications shall not be binding on Vendors unless repeated in writing and distributed as an addendum. Any changes, clarifications, or other interpretations regarding this document will be sent by the District to each Vendor. These addenda will become part of the quote and will be included by reference in the final contract(s) between the Vendor(s) and the District.

U. Vendor Interviews – Not Applicable

1.05 BASIS OF AWARD

A. Award

Award shall be made to the qualified and responsible Vendor whose quote is responsive to this request. The District reserves the right to:

- Accept or reject any and all quotes or portions thereof, or to waive any irregularities or informalities in quotes.
- Reject nonconforming, nonresponsive, or conditional quotes
- Select a quote in the best interest of the District.
- Select the next best responsive quote.
- Award to more than one Vendor.
- Release a new quote.
- Take other action, as the District deems appropriate.

The District will be the sole and final authority in determining the successful Vendor.

1.06 CONTRACT

A. Contract Period

The contract resulting from this quotation will be for a one-year term, with the option to renew for three (3) additional years in twelve-month increments. The initial contract will begin upon award and end on March 31, 2022.

B. Contract Pricing

Contract pricing must remain firm for the full contract period. All costs associated with delivery of contract items must be included in the contract unit price. No additional charges are allowable in this contract.

Current catalogs and/or current itemized price lists must be submitted at the time of contract renewal for review

C. Escalation Clause

Vendor must provide the maximum escalation percentage for each year of the contract in Part 3. Price increases must be accompanied with manufacturer documentation and CPI reference for this industry and region. Any price increases will be negotiated between the District and the Vendor annually, during the month of February.

D. Contract Renewal

The District reserves the right to renew this contract for three (3) additional years in twelve-month increments, at the same terms and conditions upon mutual agreement of the contracting parties.

E. Contract Review

The District may meet annually with the contract vendor to review the contract resulting from this quotation.

F. Contract Assignment

The Vendor shall not assign this contract, in whole or in part, or any monies due or that would become due hereunder, without written consent of the District. If the District consents to the Vendor assigning this contract, in whole or in part, or any monies due or that would become due, the instrument of assignment shall contain a clause that states what the right of assignee is and that any monies due to the Vendor shall be subject to prior liens of all persons, firms and corporations for the services rendered or materials supplied for the performance of this contract.

G. Inability to Perform

If the Vendor is unable to perform under the terms of the contract, the District reserves the right to cancel the contract immediately.

H. Liquidated Damages

Time is an essential element of the quote documents and contract. If the successful Vendor fails to meet the delivery deadline as set forth above or fails to supply in accordance with the specifications, terms and conditions of the quote documents, for any reason, the District may deduct as liquidated damages from any money due or coming due to the Vendor the cost of purchase by the District on the open market. Any monies deducted are not to be construed as a penalty, but as liquidated damages to compensate for the additional costs and inconvenience incurred by the District

I. Vendor Financial Stability

The District may request a copy of the Vendor's financial records prior to contract award or during the contract period.

J. Contract Reports

The Contract Vendor will submit detailed, by site location by year-end usage reports for contracts one or more years in duration. Each report must document all products provided (# of PO's filled, item usage, dollar amount, fill-rate, backorders, etc.). The Contract Vendor will meet annually with the Manager of Purchasing and the Building and Grounds Supervisor to review the contract. Reports must be submitted electronically via email to Lois Irber at Lois.Irber@ahschools.us.

1.07 ADDITIONAL CONTRACT TERMS

A. Insurance and Bonds

Performance Bond: All Vendors entering into contract with the District for \$10,000.00 or more may be required to provide a Performance Bond for 100% of the contract. Performance Bond must be furnished within 10 days of award notice of the contract.

Commercial General Liability Insurance: Vendor will maintain insurance with limits of at least \$1,500,000 each occurrence for commercial general liability including bodily injury, property damage, personal injury, product liability and contractual liability through the effective period of the contract. Policies will name the District as an additional insured on a primary basis with respect to the operations of the Vendor using form CG2026 or its equivalent.

Worker's Compensation Insurance: The Vendor must provide worker's compensation insurance for all its employees and, in case any work is subcontracted, the Vendor will require the subcontractor to provide worker's compensation insurance in accordance with the statutory requirements of the State of Minnesota, including Coverage B, Employer's Liability, at limits not

less than \$100,000.00 bodily injury by disease per employee; \$500,000.00 bodily injury by disease aggregate; and \$100,000.00 bodily injury by accident.

Commercial Automobile Liability Insurance: The Vendor will be required to maintain insurance protecting it from bodily injury claims and property damage claims which may arise from operations of vehicles under the contract whether such operations were by the Vendor, a subcontractor or by anyone directly or indirectly employed under the contract. The minimum insurance amounts will be \$2,000,000.00 per occurrence Combined Single Limit (CSL).

Errors and Omissions (E & O) Insurance: The Vendor may be required to maintain insurance protecting it from claims the Vendor may become legally obligated to pay resulting from any actual or alleged negligent act, error or omission related to the Vendor's professional services required under this contract.

The minimum insurance amounts will be:

\$2,000,000.00 per occurrence

\$2,000,000.00 annual aggregate

The Vendor may be required to submit certified financial statement providing evidence the Vendor has adequate assets to cover any applicable E & O policy deductible.

Vendor will notify District of any changes in insurance coverage or carrier by Vendor or any subcontractor.

B. Access to Records and Audit

Vendor's books, records, documents, and accounting procedures and practices relevant to the contract are subject to examination by the District and either the Legislative or State Auditor, as authorized by Minnesota Statute 16A.055. Such data are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under the contract. The vendor agrees to maintain such data for a period of 3 years from the date services or payment was last provided or made, or longer if any audit in progress requires a longer retention period.

C. District Support

The Vendor must provide their company contact information for key personnel providing support under this contract in Part 3.

The Contract Vendor must notify the District immediately of any changes in support staff.

D. Permission to Proceed – Not Applicable

E. Independent Contractors

The Vendor or its employees will not be considered employees of the District while engaged in the performance of any services required herein and shall be independent contractors. Any and all claims that may arise under the Workers Compensation Act of Minnesota on behalf of said employees, and any and all claims made by any third party as a consequence of any act of omission on the part of the work or service provided to be rendered herein, shall in no way be the obligation or responsibility of the District.

F. Responsible Contractor – Not Applicable

G. Prevailing Wage – Not Applicable

H. OSHA

All Vendors must comply with OSHA regulations where applicable to this quote in that the seller warrants that the product sold or service rendered to the buyer shall conform to the standards and/or regulations promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970 (29V.X.C. 651, PL 91-596).

I. Safety

The Vendor will comply with all state and federal laws as they relate to employee safety.

J. District Policies and Procedures

The Vendor will follow the District's policies and procedures while providing services in the school setting. District policies may be found on the District's website.

K. Security Compliance on District Property

All work performed on District property shall be in compliance with District security policies, e.g., each person who needs to enter a District building shall sign in on the designated visitor log in the building office. The log shall include a date of entry, employee name, contractor name, time entering the building and time leaving the building.

The vendor will keep personnel screening records on file for any personnel under the resulting quote. This will include records of Criminal Background Screening.

L. Hold Harmless

The Vendor shall indemnify, hold harmless, and defend the District and its employees against any and all liability, loss, costs, damages, expenses, claims, or actions, including attorney fees that the District and its employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the Vendor or its agents, servants, or employees, in execution, performance, or failure to adequately perform the Vendor's obligations pursuant to this contract. The District shall also be indemnified for any attorney's fees it incurs to enforce this indemnification provision or any other indemnification provision in the contract.

M. Force Majeure

Neither party shall be held responsible for delay, nor could failure, to perform when such delay or failure is due to any of the following unless the act or occurrence could have been foreseen and reasonable action have been taken to prevent the delay or failure:

- Fire, Flood, or Epidemic
- Strikes
- Wars
- Acts of God
- Unusually severe weather
- Acts of public authorities
- Delays of defaults caused by public carriers

Provided the defaulting party to give notice as soon as possible to the other party regarding the inability to perform.

N. Duties to Mitigate

The contract between the District and the successful Vendor shall be governed by the laws of the State of Minnesota. Both parties shall use their best efforts to mitigate any damages that might be suffered by reason of any event giving rise to remedy hereunder. Attorney's fees If suit is brought by either party to this quote to enforce any of its terms (including all component parts of the quote documents), and the District prevails in such suit, the Vendor shall pay all litigation expenses incurred by the District, including attorney's fees, court costs, expert witness fees, and investigation expenses.

O. Discrimination

During the performance of this contract, the Vendor shall not unlawfully discriminate against any employee or applicant for employment because of race, color, creed, religion, gender, national origin, disability, age, marital status, sexual orientation, or public assistance status. The Vendor will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment, without unlawful discrimination because of their race, color, creed, religion, gender, national origin, disability, age, marital status, sexual orientation, or public assistance status. The Vendor shall also comply with any applicable federal or state laws

regarding nondiscrimination. The following list includes, but is not meant to limit, laws that may be applicable:

- Minnesota Statute 363A.37
- The Equal Employment Opportunity Act of 1972
- Executive Order 11246
- The Rehabilitation Act of 1973
- The Age Discrimination in Employment Act of 1967
- The Equal Pay Act of 1963
- Minnesota Statute 181.59
- The Job Training Partnership Act of 1982
- OSHA Requirements

P. Infringement on Adjoining Property - Not Applicable

Q. Temporary Facilities - Not Applicable

R. Utility Clearances - Not Applicable

S. Use of the District Facilities - Not Applicable

T. Cleanup - Not Applicable

U. Special Controls - Not Applicable

V. Publicity and Advertising

Vendor shall not use in its external advertising, marketing programs, or other promotional efforts, any data, pictures or other representation of the District except on the specific, written authorization, in advance, of the Districts Department of Public Relations.

W. Prohibition against conflicts of interest, gratuities, and kickbacks

Any employee or any official of the District, elected or appointed, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate percentage of contract, money, or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, or to or from any person, partnership, firm, or corporation offering, submitting pricing for, or in open market seeking to make sales to the District shall be deemed guilty of a felony and upon conviction such person or persons shall be subject to punishment of a fine in accordance with state and/or federal laws.

X. Damage to District Property

Any damage done to District property by the Contract Vendor's staff or equipment will be repaired at the expense of the Contract Vendor.

Y. Quality of Work - Not Applicable

1.08 ORDERING PROCESS AND PAYMENT

A. Purchase Orders

All orders authorized by the District for merchandise or services are initiated by a duly signed Purchase Order. The Contract Vendor shall not accept orders from the District without the benefit of a Purchase Order.

Purchase Orders will be emailed to the Contract Vendor. The Contract Vendor agrees to verify pricing, product description, and product availability.

All correspondence, including shipping labels, packing lists, and invoices, must reference the Purchase Order number.

If the Contract Vendor is unable to fulfill the Purchase Order under the terms of the contract, the District reserves the right to cancel the order in part or whole and purchase the merchandise on the open market.

B. Quantities

No guarantee of minimum or maximum quantity or amount is either made or implied. The District shall neither be compelled to order any quantity of any item or service nor limited in the total quantity of any item or service.

C. Compliance with Laws

All services must comply with applicable Local, State, and Federal laws pertaining thereof.

D. Returns

Should the merchandise be delivered in an unacceptable condition, the District requires the Vendor to provide a return authorization and replacement for the merchandise, in a timely manner, without additional expense to the District. Any customized uniform items not worn or washed may be exchanged or returned to the Vendor with no restocking fee and for 100% credit within 30 days of receipt by the District. The return procedure will be determined in collaboration with the Vendor. Employees will try on all items upon receipt to verify fit and determine if return is needed.

E. Warranty

The Vendor warrants that the merchandise will conform to the District's description and any applicable specifications. The products quoted shall be of good merchantable quality and fit for the known purpose for which it is sold. This warranty is in addition to any standard warranty or Service guarantee given by the Vendor to the District or any warranty provided by law. Vendor shall perform any necessary adjustments and/or service calls necessary for peak performance of specified product at no additional cost to the District for the duration of the warranty period.

The Vendor shall warrant the product to be new and free from defects in material and workmanship. The awarded Vendor will work with the manufacturer, to repair or replace any products found to be defective. This warranty shall not apply to any product which has been subject to misuse, abuse, negligence, accident or unauthorized modification. Awarded Vendor shall process any warranty claims and update the District on the warranty within 5 business days.

G. Packing and Delivery

All merchandise shall be delivered to the District Warehouse, F.O.B. Destination-no freight allowed, during hours 7:00 a.m. to 2:00 p.m. C.S.T/C.D.T., Monday through Friday, excluding District holidays. Drivers must assist in unloading or a delivery may be refused.

Merchandise will be accepted only upon the guarantee that when removed from the packaging it is found to be in new condition, without any defects.

H. Taxes

Minnesota Taxes: Instrumentalities of the State of Minnesota are not subject to the State of Minnesota Sales Tax pursuant to Minnesota Laws of 1967, Extra Session, Chapter 32, Article XIII, Section 25, Subd. 1, Para. (J).

Telecommunication Excise Tax: The district falls under the category of State and Local Governments thus under regulations prescribed by the IRS, no tax shall be imposed under section 4251 upon any payment received for services or facilities furnished to the government of any State, or any political subdivision thereof, or the District of Columbia.

Excise Taxes: Instrumentalities of the State of Minnesota are not subject to Federal Excise Taxes. Individual exemption certificates will be furnished upon request if needed by the successful Vendor to reclaim such charges.

I. Payment

The District will pay undisputed invoices within 35 days of receipt. "Date of Receipt" means the completed delivery of the goods or services or the satisfactory installation, assembly or specified portion thereof, or the receipt of the invoice for the delivery of the goods or services, whichever is later (MN Statute 471.425).

Invoices should be emailed direct to the Purchasing/Accounts Payable Department pursuant to the purchase orders.

1.09 JOINT PURCHASING – Not Applicable

PART 2 – DETAILED SPECIFICATIONS

2.01 CUSTODIAL UNIFORMS

The District's approximately 220 custodial staff are given the opportunity to purchase garments of their choosing as listed on **Attachment C – Specifications and Pricing** with the District contributing up to the limits listed in 2.04 (2 and 3). For pricing and evaluation purposes only, quantities of garments purchased using 2020-21 funds have been provided on Attachment C. New items listed were given a quantity of one each for price calculation purposes. These quantities will change for 2021-22 purchases, depending on the individual needs of the custodial staff. Vendors must be able to provide big and tall sizes along with the regular men's and women's sizing.

2.02 EMBROIDERY SET UP CHARGE

As requested in Part 3, the Vendor is to explain if there is an initial set up charge for the logo to be embroidered on those products specified in Attachment B. Embroidery of logo on all shirts is to be done at the District's discretion. Mockup must be approved before proceeding. The cost of embroidery must be included in the unit price of the garments in **Attachment C**. Please refer to Attachment B for logo.

2.03 EMBROIDERY AND PATCHES

Embroidery of logo on all shirts is to be done on the left breast side. Scale copy attached. Mockup must be approved before proceeding. Thread to be navy on denim and French blue shirts/polos. Thread to be white on cobalt shirts/polos. The cost of embroidery must be included in the unit price of the garments above.

If requested by staff, American flag patches must be sewn on shirts/polos. The cost of the American flag patch must include being sewn on garments applied to the right shoulder with the "stars to the heart".

Embroidery - Refer to **Attachment B**.

Flag Patch – Refer to **Attachment B**.

2.04 SILK SCREEN

Silk Screen of logo on all T-shirts is to be done on the left breast side. Scale copy attached. Mockup must be approved before proceeding. The cost of Silk Screen must be included in the unit price of the garments above. Refer to **Attachment B**

2.05 ORDERING PROCESS

A. Individual Employee Orders

1. The District will provide a District Order Form to each employee. Or the awarded vendor may provide a website for order placement.
2. The District pays up to \$155 for each Custodian and \$155 for each Building Supervisor uniform order, \$185.00 for each Grounds Crew and other Specialist. (The dollar amount is currently under contract negotiation and could change subject to that negotiation.) Employees may pay out of pocket of orders above and beyond stipend amount.
3. Each employee order will be on a separate purchase order or if an agreed upon website option is provided orders may be placed online.
4. The Vendor will only provide the styles, sizes and colors as specified on the order form.
5. Only contract items qualify for the District's portion of the payment.
6. Any items invoiced to the District that are not contract items will be exempt from payment by the District.
7. Throughout the contract period, additional orders may be placed for new employees. These orders will be initiated by a duly signed purchase order.

2.06 UNIFORM FITTING

A. Garment Fitting Sessions

It is the District's preference to have fittings at a single District location over a 1-2 day period. Accurate size charts must be provided for each item included in attachment C immediately following contract award. These sessions will involve district staff reviewing uniform samples and trying on items as they wish. Employees will try on all items upon receipt to verify fit, and determine if return is needed.

B. Guidelines for fittings sessions:

1. Vendor must provide a sample of all sizes, colors and styles for each garment specified on the Quote form (attachment C) for employees to view and try on.
2. Each garment must be clearly marked with the contract price.

2.07 PACKING AND DELIVERY

Each order must be packaged separately with its own detailed packing list. The packing list must indicate the purchase order number. Each box must have its own bill of lading that indicates which purchase orders are included in that box. Boxes not marked may be returned at the Vendor's expense.

The District will order uniforms once a year in early May for all employees for July delivery with exception of new employees on an on-going basis. Vendor must be able to deliver complete uniforms orders within first two weeks of July. All purchases must be delivered to the District within 30 days of receipt. This includes mid-year and new employee purchases. The backorder documentation is a hard copy that states, the purchase order number, what is back ordered, how many are backordered and the expected delivery date. If an item is going to take longer than 30 days to be delivered, a suggested substitute should be sent to the B&G office for approval. This documentation can be emailed to purchorders@ahschools.us, or mailed or included with the order, and labeled to Purchasing Department, Anoka-Hennepin School District #11, 2727 North Ferry Street, MN 55303.

Should a garment be discontinued during the contract period, the Vendor must notify both the Buildings and Ground and Purchasing Departments. The Vendor should be prepared to offer alternatives to the discontinued item. Items may be added to or deleted from the contract upon contract amendment.

PART 3 - QUOTATION FORM

When providing additional information or documentation for any of the questions listed below, please reference the page and section number on the top of each sheet.

3.01 QUOTATION PRICING

Vendors are asked to provide pricing for all items listed on **Attachment C – Specifications and Pricing**. Pricing should reflect uniform hemming, embroidery, screen-printing, sewing of flag patch, packaging and delivery to the District’s Distribution Center located at 2727 N Ferry Street, Anoka, MN. The prices listed must remain in effect for the first-year contract period.

As referenced in Part 1, 1.04 P, if you plan to quote alternate items for those listed in Attachment C, the style, color and size offerings should be equal to the description in the quote items list.

3.02 MAXIMUM ESCALATION

Documentation of manufacturer price increases must be provided to the District prior to increases. Increases may only occur at the time of contract renewal. Please indicate the maximum price escalation for each of the contract periods listed below.

2022-23 _____% **2023-24** _____% **2024-25** _____%

3.03 SET UP CHARGE

Please state if your company has a one-time set up charge for embroidery. Please refer to Attachment C.

Yes___ No___

If so, what is the cost. \$_____

3.04 FITTING SESSIONS

Please complete the information below as requested in Part 2, 2.06.

How much time will you need to be prepared for a fitting session following the contract award?

3.05 PROMPT PAYMENT DISCOUNT

Prompt payment discount if offered (i.e. 2% 10, net 30)

Yes___ No___

Indicate prompt payment discount _____

3.06 ALTERNATE PAYMENT OPTIONS

Will you accept payment by credit card (P-Card) or other electronic payment method at no additional cost to the District?

Yes___ No___

3.07 VENDOR SUPPORT STAFF

The Vendor must provide a dedicated sales representative, customer service representative, and accounts receivable representative to assure continuity of service and success of the quotation. The Vendor must notify the District immediately of any changes in support staff.

Name	Email	Phone
SALES REPRESENTATIVE: _____		
CUSTOMER SERVICE REP: _____		
ACCTS. RECEIVABLE REP: _____		

3.08 REFERENCES

(If this portion is not completed the District may request this information before any award.)
 List three (3) customers with approximately the same volume as this contract including the customer name, address, phone number and contact person as listed in Part 1.04 P. List one (1) customer with approximately the same volume who has discontinued a contract with you in the last three (3) years. Include the same information as above and in addition list the rationale for canceling the contract. Attach additional sheets if necessary.

Customer Name and Address	Contact Person and Phone Number
1)	
2)	
3)	

Customer Name and Address Contract Person and Phone Number (for a customer who has discontinued a contract)	Rationale for Canceling

PART 4 – ACCEPTANCE

I, the undersigned, hereby certify that I am a duly authorized agent of _____ to submit this quote for consideration and acknowledge all specifications as included in this solicitation **21512Q Request for Quotation for Custodial Uniforms and Attachments A, B and C** have been received and agree to the terms contained therein.

SIGNED: _____

NAME: _____
(type or print)

TITLE: _____

VENDOR NAME: _____

ADDRESS: _____

E-MAIL: _____

PHONE: _____ FAX: _____

ADDENDA

Receipt of the following Addenda to the quote documents and their costs being incorporated in the quote is acknowledged:

Addendum No. _____ Date _____

Addendum No. _____ Date _____

Addendum No. _____ Date _____

**A COMPLETE QUOTE SUBMISSION
MUST INCLUDE THE FOLLOWING:**

- ___ Quotation Form (Part 3)
- ___ Signed Acceptance (Part 4)
- ___ Affidavit of Non-Collusion (Attachment A)
- ___ Quotation Pricing (Attachment C)

ATTACHMENT A

AFFIDAVIT OF NON-COLLUSION

I hereby swear (or affirm) under the penalty of perjury:

That I am the vendor (if the vendor is an individual), a partner in the company (if the vendor is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the vendor is a corporation);

That the attached response has been arrived at by the vendor independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with any other vendor designed to limit fair or open competition.

That the contents of the Request for Quote response have not been communicated by the vendor or its employees or agents to any person not an employee or agent of the vendor and will not be communicated to any such persons prior to the official opening of the quotes; and

I certify that the statements in this affidavit are true and accurate.

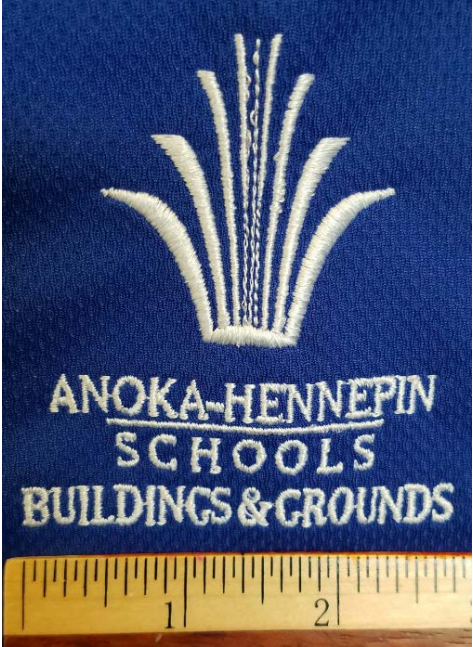
Authorized Signature: _____

Date: _____

Firm Name: _____

ATTACHMENT B – LOGOS

A) Embroidered



B) Screen Print



C) Flag Patch

