

# **The School District of Osceola County, Florida**

817 Bill Beck Boulevard, Kissimmee, FL 34744-4495

Phone: (407) 870-4600

Purchasing: (407) 870-4630 FAX (407) 870-4616 [www.osceola.k12.fl.us](http://www.osceola.k12.fl.us)

## **June 26, 2006 CALL FOR BID BID #SDOC 06-105-LC**

Notice is hereby given that the Purchasing Department of the School District of Osceola County, Florida will receive bids for **PROMOTIONAL ITEMS, SCREEN PRINTING AND EMBROIDERY** in the Purchasing Office, located at 817 Bill Beck Blvd., Building 2000, Kissimmee, Florida 34744-4495, until **2:00 pm on July 26, 2006**. All bids will be publicly opened in the Purchasing Office at that time. Recommendations will be made to the School Board at a regularly scheduled meeting.

Bids shall be submitted in an envelope, clearly marked with the bid name, number and the opening date and time. All submittals must be on the attached forms and received at the address in paragraph one. Bidders not returning a response may be removed from the vendor list for this commodity. If you have any questions regarding this bid, please contact the Purchasing Department at (407) 870-4630.

### **PRE-BID**

A non-mandatory pre-bid will be held on July, 12, 2006 at 9:00am, in the Purchasing Conference Room, 817 Bill Beck Blvd, Kissimmee, FL 34744. It is recommended that all vendors attend the pre-bid, failure to do so will in no way relieve vendor from responsibilities of this contract.

All purchases resulting from this invitation to bid will be made by the approval of the School District of Osceola County, Florida. To receive a copy of the award recommendation and/or tab sheet, visit the Districts website [www.osceola.k12.fl.us/depts/purchasing](http://www.osceola.k12.fl.us/depts/purchasing).

Effective July 5, 1990, State Board of Education Rule 6A-1.012(5) allows school districts to make purchases from contracts awarded by other school districts, community colleges, state universities or governmental entities when so permitted in the bids. Please be advised that other agencies may make use of the bid at the same prices and conditions.

The School District of Osceola County, Florida supports the Americans With Disabilities Act of 1990, and we will take all reasonable steps to accommodate individuals using our services, programs and activities. Where applicable all goods and/or construction must meet the provisions of the Americans With Disabilities Act of 1990 as adopted in January 1992. Request for reasonable accommodations must be made at least three (2) working days in advance of the event.

### **APPLICABLE LAW**

This contract shall be governed by the laws of the State of Florida: jurisdiction and venue shall lie in Osceola County, Florida.

### **PUBLIC ENTITY CRIME & CONVICTED VENDOR LIST**

The provisions of Florida Statute 287.133(2)(a), "A person or affiliate who has been placed on the Convicted Vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a Public Entity. May not submit a bid on a contract with a public Entity for the construction or repair of a public building or public work. May not submit bids on leases of real property to a Public Entity. May not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any Public Entity. And may not transact business with any Public Entity in excess of the threshold amount provides in Florida Statute 287.017 for Category Three for a period of thirty-six (36) months from the date of being placed on the Convicted Vendor list."

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**INVITATION TO BID**  
**BID #SDOC 06-105-LC**

**PLEASE CHECK YOUR BID FOR COMPLETENESS AND ACCURACY. THIS BID WILL BE CONSIDERED A BINDING CONTRACT.**

NAME OF BID: PROMOTIONAL ITEMS, SCREEN PRINTING, AND EMBROIDERY

LEGAL NAME OF BIDDER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

TELEPHONE: (Area Code) \_\_\_\_\_ FAX: (Area Code) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TYPED SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

**REQUIRED BID SUBMITTAL CHECKLIST:**

**Please be sure you have completed and enclosed this page along with the required documents checked below for your bid to be considered complete. Failure to do so may constitute your bid as incomplete in the awarding process.**

- ✓ Drug Free Workplace Certification
- ✓ Debarment Certification
- ✓ Questionnaire
- ✓ Additional Submittals specific to this bid may also be required. See Bid for details.

**BECAUSE OF THE RESTRICTED SIZE OF OUR BID FILE SPACE, WE REQUEST THAT YOU “DO NOT” SUBMIT YOUR BID RESPONSE IN 3-RING BINDERS.**

**FC-220-120  
(Rev. 6/99)**

DRUG FREE WORKPLACE CERTIFICATION FORM  
Promotion items, Screen Printing and Embroidery #SDOC 06-105-LC

In accordance with Florida Statute 287.087, preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, which are equal with respect to price, quality and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the work-place, the business's policy of maintaining a drug-free work-place, any available drug counseling, rehabilitation, and employee assistance programs and penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1) notify employees that as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
Vendor's Signature

ne(pr237p)

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION  
INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS**

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This certification is required by the regulations implementing *Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510 Participants responsibilities*. The regulations were published as **Part IV of the January 30, 1989, Federal Register (pages 4722-4733)**.

\*\*\*\*\* BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE \*\*\*\*\*

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attached an explanation to this proposal.

\_\_\_\_\_  
Organization Name

**Promotional Items, Screen  
Printing and Embroidery  
Embroidery/SDOC 06-105-LC**  
PR/Award Number of Project

\_\_\_\_\_  
Names and Titles of Authorized Representative(s)

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Date

**INSTRUCTIONS FOR DEBARMENT CERTIFICATION**

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1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out herein in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department of agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", "voluntarily exclude", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of these regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions", without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a perspective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction may pursue available remedies, including suspension and/or debarment.

PROMOTIONAL ITEMS, SCREEN PRINTING AND EMBROIDERY  
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**1. SCOPE**

1.01 THIS SPECIFICATION establishes the minimum requirements for **PROMOTIONAL ITEMS, SCREEN PRINTING, AND EMBROIDERY** listed and described in the body of these specifications, to be used as noted, by the School District of Osceola County, 817 Bill Beck Boulevard, Kissimmee, Florida 34744-4495.

1.02 **THE INTENT** of this bid is to establish a contract for a period of Three (3) years from date of award of the bid. Also, this contract may be extended at the conclusion of the three (3) year base period for two (2) additional one (1) year periods (for a total of five (5) years) at the same terms and conditions if mutually agreeable by both parties. However, the contract may be terminated upon thirty (30) days written notice by the School District of Osceola County or a ninety (90) day written notice by the awarded vendor or as herein noted. The purchase of this service and listed options will be contingent upon available funding at the school or district level.

**2. STANDARD TERMS AND CONDITIONS**

2.01 **RETURNING OF BID PACKAGE**

THE COMPLETE BID PACKAGE, AS RECEIVED, MUST BE RETURNED "INTACT" IN A SEALED ENVELOPE, PLAINLY MARKED ON THE OUTSIDE WITH THE BID NUMBER AND THE BIDDER'S COMPANY NAME AND ADDRESS. NON-COMPLIANCE WITH THIS STIPULATION MAY RESULT IN YOUR BID NOT BEING CONSIDERED.

BID PROPOSALS SUBMITTED ON VENDOR'S QUOTATION FORMS WILL NOT BE ACCEPTED.

2.02 **RECEIPT OF BID PACKAGE**

It is the bidder's responsibility to assure that his bid is delivered at the proper time, in the proper form, and to the proper place of the bid opening. Submit bid to The School District of Osceola County, Purchasing Department, Building 2000, 817 Bill Beck Boulevard, Kissimmee, Florida 34744-4495. Bids, which for any reason are not so delivered, will not be considered. Offers by telegram, facsimile machine, or telephone are not acceptable unless otherwise specified.

2.03 **BIDDERS RESPONSIBILITY**

Each bidder is required, before submitting their proposal, to carefully examine the invitation to bid specifications and to completely familiarize themselves with all of the terms and conditions that are contained within this bid. Ignorance on the part of the bidder will in no way relieve them of any of the obligations and responsibilities, which are a part of this bid.

2.04 **MODIFICATION OF BID**

Bidders will not be allowed to modify their bids after the opening time and date. Bid files may be examined during normal working hours, after bid opening, by appointment.

2.05 **INQUIRIES**

Please direct all inquiries concerning this bid, in writing, to: Linda Ciraldo, Senior Buyer, Purchasing Department, School District of Osceola County, 817 Bill Beck Boulevard, Kissimmee, Florida, 34744-4495, Fax #(407) 870-4616.

2.06 **TAXES**

The School District of Osceola County is exempt from Federal Tax and State Tax for Tangible Personal Property. A copy of the District's Tax Exempt Certificate is available upon request. Vendors or Contractors doing business with the School District of Osceola County shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the District, nor shall any Vendor/Contractor be authorized to use the District's Tax Exemption Number in securing such materials.

2.07 **AVAILABILITY OF FUNDS**

The obligations of the School District of Osceola County under this award are subject to the availability of funds lawfully appropriated for its purpose by the State of Florida and the School Board. All purchases are contingent upon available District funding.

2.08 **ACCEPTANCE / REJECTION**

The School District of Osceola County reserves the right to accept or to reject any or all bids and to make the award to that bidder who, in the opinion of the District, will be in the best interest of and/or most advantageous to the District. The School District of Osceola County also reserves the right to reject the bid or any vendor who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who is not in a position to perform properly under this award. The School District of Osceola County reserves the right to inspect all facilities of bidders in order to make a determination as to the foregoing. The School District of Osceola County reserves the right to waive any irregularities and technicalities and may, at its discretion, request a rebid.

2.09 **CONTRACTUAL AGREEMENT**

This invitation to Bid shall be included and incorporated in the final award. The successful Bidder agrees that, upon receipt of the award letter, he will deliver all proof of insurance coverage as required by the specifications. The order of contractual precedence will be the purchase order, bid document and response. Any and all legal action necessary to enforce the award will be held in Osceola County and the contractual obligations will be interpreted according to the laws of Florida.

2.10 **CANCELLATION CLAUSE**

The School Board reserves the right to cancel this contract at anytime during this contract period by providing the bidder with a written notice at least thirty (30) calendar days prior to cancellation date without "cause" and ten (10) calendar days with "cause".

2.11 **POSTING OF BID TABULATIONS**

Bid tabulations with recommended awards will be posted for review by interested parties at the location where bids were opened and will remain posted for 72 hours. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

2.12 **CHECK UNIT PRICES**

PLEASE BE SURE TO CHECK ALL UNIT PRICES AND EXTENSIONS. IN THE EVENT AN ERROR IS MADE IN SUBMITTING YOUR BID PRICES, THE UNIT PRICE BID WILL BE USED IN DETERMINING THE CORRECT BID PRICE.

2.13 **NON-COLLUSION**

Vendor warrants that he/she has not employed or retained any company or person other than a bona fide employee working solely for vendor. To solicit or secure this bid and that he/she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for VENDOR, any fee, commission,

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percentage, gift, or any other consideration contingent upon or resulting from the award or making of this bid.

If VENDOR violates this provision, OWNER shall have the right (which shall be cumulative to the other rights OWNER may have) to forthwith terminate this bid without liability. And further, OWNER may, at its discretion, deduct from moneys then owed to VENDOR, if any, or otherwise recover from VENDOR the full amount of such fee, commission, percentage, gift or consideration.

Bidder also certifies that his bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, services, or equipment and is in all respects fair and without collusion or fraud.

2.14 **CONFLICT OF INTEREST**

The award hereunder is subject to provisions of State Statutes. All bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the School District of Osceola County. Further, all bidders must disclose the name of any District employee who owns, directly or indirectly, interest of ten percent (10%) or more in the bidder's firm or any of its branches.

2.15 **EEO STATEMENT**

The School District of Osceola County, Florida, does not discriminate in admission or access to or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, handicap or any other reason prohibited by law.

2.16 **BANKRUPTCY / INSOLVENCY**

At the time of submittal of bid, vendor/firm shall not be in the process of or engaged in any type of proceedings in insolvency or bankruptcy, either voluntary or involuntary, or receivership proceedings. If the vendor/firm is awarded a contract for six (6) months or longer, and files for bankruptcy, insolvency or receivership, the District may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.

2.17 **FACILITIES**

The School District of Osceola County, Florida reserves the right to inspect the bidder's facilities at any time with prior notice.

2.18 **OTHER GOVERNMENTAL AGENCIES**

It is the intent of this Solicitation to obtain bids to furnish the product(s)/services herein specified to the School District of Osceola County, Florida. Other School Boards and governmental agencies/entities may purchase from this solicitation if permitted by the contractor or supplier. Said product(s)/services are to be furnished in accordance with the Contract resulting from this Solicitation.

2.19 **QUESTIONS REGARDING SPECIFICATIONS OR BIDDING PROCESS:**

A. To ensure fair consideration for all bidders, the School Board prohibits communication of any kind, relating to this bid, to or with any department, bureau, or employee during the submission process of this bid, except as provided in paragraph "B" below. Such communications initiated by a bidder may be grounds for disqualifying the offending bidder from consideration or award of the bid then in evaluation and/or any future bid.

B. **INTERPRETATION OF BIDDING DOCUMENTS**

No interpretation of the meaning of the Bid Document, no correction of any apparent ambiguity, inconsistency or error therein, will be made to any Bidder



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orally. Every request for such interpretation or correction should be in writing, seven (7) business days prior to bid date, addressed to the Purchasing Representative. All such interpretations and supplemental instructions will be in the form of written Addenda to the Bidding Documents. Only the interpretation or correction so given by the Purchasing Representative, in writing, shall be binding and prospective Bidders are advised that no other source is authorized to give information concerning, or to explain or interpret the Bid Documents.

- C. It shall be the responsibility of the bidder to contact the Office of Purchasing prior to submitting a bid to ascertain if any addenda have been issued, to obtain all such addenda, and to return executed addenda with the bid.

**3. SPECIAL TERMS AND CONDITIONS**

**3.01 LENGTH OF CONTRACT**

Prices shall remain firm for a period of three (3) years from date of award of the bid. This stipulation shall be subject to a thirty (30) calendar day written notice of cancellation by the School District of Osceola County and a ninety (90) day written notice of cancellation by the successful bidder or as herein specified or as herein noted.

- 3.02 **PRE-BID:** A non-mandatory pre-bid will be held on July 12, 2006 at 9:00AM, in the Purchasing Conference Room. 817 Bill Beck Blvd, Kissimmee, FL 34744. It is recommended that all vendor attend the pre-bid, failure to do so will in no way relieve vendor from responsibilities of this contract.

**3.03 METHOD OF AWARD**

Bid award will be to multiple, responsive, responsible vendors. The District staff may apply all, or part of the following criteria to measure a Bidder's degree of responsibility: District's past experience with bidder; references; evaluation of the questionnaire. The Board reserves the right to reject any or all bids or to accept any bid or part thereof, that in its judgment will be for the best interest of the School Board. The Board also reserves the right to waive all informalities.

**3.04 CONTRACT RENEWAL**

The School Board reserves the right to renew this contract or any portion thereof, for up to two (2) additional one-year periods, upon mutual agreement, in writing.

**3.05 DELIVERY TERMS**

**A. DELIVERY POINT**

THE BID PRICE must include all delivery charges to the delivery point: The exact delivery point shall be listed on each Purchase Order. The term "DELIVERY POINT" includes the performance of the supplier, or his agent, of placing the item(s) delivered in the building at the designated location by an authorized representative of the School District of Osceola County, Florida. No personnel or equipment will be supplied by the School Board to handle or unload any items being received by the School Board. Delivery charges, if any, shall be included in your bid and none shall be noted on your invoice. No common carrier/drayage charges will be honored by the said School District of Osceola County, Florida.

**B. DELIVERY TIME**

Delivery, as specified herein, screen printing shall be within ten (10) working days, and embroidery shall be within fifteen to twenty (15 – 20) working days from the date of the receipt of the Purchase Order/and or approval of the art work. If unable to meet this delivery, please specify best possible delivery schedule on bid price sheet.

C. **DELIVERY CHARGES**

Bid price must include all delivery charges.

D. **HOURS OF DELIVERY**

Deliveries shall be made between the hours of 8:00 a.m. and 3:00 p.m. except on Saturdays, Sundays, or holidays when all school buildings and the Warehouse are closed.

3.06 **ASSIGNMENT**

Any Purchase Order issued pursuant to this bid invitation and the moneys, which may become due here under are not assignable except with the prior written approval of The School District of Osceola County, Florida.

3.07 **PURCHASING AGENT AS REFEREE**

The Purchasing Agent is hereby designated as the direct representative of the School District of Osceola County. He/She shall settle all disputes or questions of doubt that may arise as to the meaning of any clause in these specifications, or methods of prosecution of the Contract, and his/her decision shall be final and conclusive.

3.08 **RIGHT TO TERMINATE**

In the event of the provisions of the contract are violated by the successful bidder, the School Board may serve written notice upon such bidder of its intention to terminate the contract. Such notice is to state the reasons for such intention to terminate the contract. Unless three (3) calendar days after serving such notice upon the bidder, such violation shall cease and satisfactory arrangements for correction be made. The contract shall, upon expiration of said three (3) calendar days, cease and terminate, but the liability of such bidder and his surety for any and all such violation or violations shall not be affected by any such termination.

3.09 **INVOICING**

The successful bidder will be required to submit invoices and reference purchase order numbers on all requests for payment. All statements must reference valid SDOC purchase order numbers. Invoices shall be mailed directly to: Accounts Payable, School District of Osceola County, 817 Bill Beck Blvd., Kissimmee, Florida 34744-4495. A separate invoice must be received for each purchase order number. Payment for partial shipments shall not be made unless specified. Invoices which do not reference valid SDOC purchase order numbers or which are erroneous (incorrect contract prices, minimum order charges, etc.) shall be returned to the vendor for resolution of the discrepancies. IT IS THE SOLE RESPONSIBILITY OF THE VENDOR TO RECONCILE THE PURCHASE ORDER AND THE VENDOR'S INVOICE AND TO NOTIFY THE PURCHASING REPRESENTATIVE OF ANY DISCREPANCIES PRIOR TO BILLING. THE SCHOOL BOARD WILL ONLY PAY THE DOLLAR AMOUNTS AUTHORIZED ON THE PURCHASE ORDER.

3.10 **VENDOR EMPLOYEE REQUIREMENTS**

1. All employees assigned by the contractor to the performance of work under this contract shall be physically able to do their assigned work. It shall be the Contractor's responsibility to insure that all employees meet the physical standards to perform the work assigned and are free from communicable diseases. This requirement also includes acceptable hygiene habits of Contractor's employees.
2. The personnel employed by the Contractor shall be capable employees, age 18 years or above qualified in this type of work. The Contractor shall staff the buildings with trained and experienced personnel who will exhibit the capability to operate with a minimum of supervision.

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It is the Contractor's responsibility to ensure that all employees are legally allowed to work in the United States in accordance with Immigration Policies.

3. The Contractor's employees shall be required to dress neatly, commensurate with the tasks being performed.
4. All our schools are smoke free. Smoking on school grounds is prohibited.
5. It is the Contractor's responsibility to see that every employee on the Contractor's work force is provided and wears an Identification Badge or company shirt /uniform in order to maintain security at the school facility. It shall be the Contractor's responsibility to inform the School district Representative(s) of all new employees promptly at time of employment.
6. The Contractor shall require employees to be dressed in their work attire when reporting for duty, as locker space is not available. Break areas are restricted to designated space within the building, on chairs in the main hallways or outside benches. Designated areas for lunch breaks can be used by Contractor personnel. Office areas in all buildings are off-limits for designated break periods. The School District's Representative(s) will identify the exact locations in each building where breaks can be taken.
7. The contractor shall prohibit his employees from disturbing papers on desks, opening desk drawers or cabinets, or using telephone or office equipment provided for official use.
8. The Contractor shall require his employees to comply with the instructions pertaining to conduct and building regulations, issued by duly appointed officials, such as the building managers, guards, and inspectors, etc.
9. The School District Representative(s) will determine how the Contractor will receive access to the facility.
10. If keys are provided and lost, the Contractor will be responsible for any and all costs associated with replacement keys and re-keying of the facility.
11. When requested, the Contractor shall cooperate with any ongoing SCHOOL BOARD investigation involving economic loss or damage to SCHOOL BOARD buildings, or SCHOOL BOARD or personal property therein. The SCHOOL BOARD reserves the right to require any employee of the Contractor to submit to a polygraph test if the SCHOOL BOARD has a reasonable suspicion that the employee is or was involved in the incident or activity under investigation. The Contractor shall obtain a waiver from the employee authorizing the release to the School Board of information acquired by the Contractor from the polygraph test. The SCHOOL BOARD, at its discretion, may require that the Contractor immediately remove the employee under investigation from working within SCHOOL BOARD buildings for the following reasons: 1) The employee's refusal to submit to a polygraph test in the above circumstances, or 2) an employee's refusal to sign the waiver referenced above or 3) an analysis of the polygraph test indicates that the employee is or was involved in the incident under investigation. If the test results show involvement on the part of the Contractor's employee the Contractor will be obligated to cover the cost of the examination. If the test results indicate that the Contractor's employee was not involved in the incident, then the SCHOOL BOARD will pay the cost of the examination.

12. **CONTROLLED SUBSTANCE OR ALCOHOL ABUSE ON SCHOOL BOARD PROPERTY:** The successful Contractor(s) is hereby notified that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol is prohibited on any school district property, or at any school board activities. Violations may subject the Contractor and/or the Contractor's employee(s) to prosecution, fines, imprisonment and /or cancellation of this or any other contract(s) that this Contractor presently holds. The Contractor(s) are required by this school board to take appropriate disciplinary action in such cases and/or require that the employee(s) satisfactory participation in a rehabilitation program.
  13. Any Contractor's employee convicted of violating a criminal drug statute in the workplace must report the conviction to the employer within five (5) workdays. Contractors (Employers) are required to report such convictions to the school board within ten (10) workdays of receiving this information.
  14. The School District of Osceola County, Florida, is committed to the education and safety of its students and employees. To that end, any bidder awarded a contract will be required to assure that the personnel assigned to the project, do not possess criminal records that would violate the School Board's standards for employment as set forth by the Florida Department of Education. Each bidder must certify that the company and its employees are or will be in compliance with those standards for the project awarded.
  15. The Contractor shall strictly prohibit interaction between their employees and the student(s).
  16. Contractor's Employees may not solicit, distribute or sell products while on School Board Property.
  17. Friends, visitors or family members of the Contractor's employees are not permitted in the work area.
  18. The Contractor shall adhere to security standards.
- 3.11 **COMPLIANCE WITH THE JESSICA LUNSFORD ACT**
- a.) **LEVEL 2 BACKGROUND SCREENING**  
In pursuant to Florida Statutes 1012.465, the school district will be required to screen any awarded vendor, their employee(s), or agent(s), and/or representative(s) who will be on school grounds when students may be present. This is a level 2 background screening. Participating bidders must take this into consideration when bidding on this contract. Prior to the start of any work/project/contract the awarded vendor must schedule with the district, dates and time with which to have the assigned personnel finger printed by the school district. The School Board will notify the awarded vendor the names of those employee(s) that will be allowed to work on School Board property. The School Board reserves the right to check, at random, any person hired by the awarded vendor working on School Board premises to see that the vendor is in compliance of this requirement. The awarded vendor must certify that the company and its employees are, or will be, in compliance with these standards for each project/contract awarded, prior to the finger printing process.  
  
The fee to be charged all awarded vendors shall be the same fee charged the School Board at the time the fingerprinting is performed. Currently the School Board is being charged \$61.00/set of fingerprinting.

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The School District of Osceola County is now Sharing Finger Print Data with other Districts, if your employee(s) have been finger printed by another School District they only need to register with our District. To do so, they must bring to the School District's Human Resources Department the following items:

1. Two (2) separate forms of identification.
  - a. One must be a State issued "photo" ID
2. Transaction Control (TC) number from the other County.
  - a. The individual will have to contact the school district where they were finger printed to obtain their TC number.

b.) **FELONY OFFENCES**

The awarded vendor(s), by signing this bid, certifies that all his employees, who may be assigned work under this contract, and who may have access to school grounds, have not been convicted of a felony, a misdemeanor involving (a) sexual assault, (b) obscenity and related offences, (c) drugs, (d) moral turpitude, (e) physical or sexual abuse or neglect of a child or an equivalent offense in another state, and/or (f) are not listed in any sexual offender registry.

3.12 **SERVICE REQUIREMENTS**

The successful bidder shall provide sufficient staff, resources and facilities to ensure that the School Board's business is handled in a timely manner.

3.13 **PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE**

The Contractor shall take out and maintain during the life of this Contract such liability and property damage insurance. Including automotive equipment as shall protect him and any subcontractor performing work covered by this Contract, from claims or damages for personal injury. Including accidental death, as well as from claims for property damage which may arise from operations under this Contract whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them, and the amount of such insurance shall be as follows:

3.14 **PROPERTY DAMAGE INSURANCE**

In an amount not less than Five Hundred Thousand Dollars (\$500,000.00) for bodily injuries, including wrongful death to any one person, and subject to the same limit for each person, in an amount not less than One Million Dollars (\$1,000,000.00) on account of all accidents. In any one accident and in an amount not less than Twenty-five thousand Dollars (\$25,000.00) for damages on account of all accidents. Automobile property damage shall be not less than Five Thousand Dollars (\$5,000.00). The limits specified herein are minimum limits.

3.15 **PUBLIC LIABILITY INSURANCE**

Insurance shall be in an amount not less than One Hundred Thousand (\$100,000.00) for bodily injuries including wrongful death to any one person, and subject to the same limit for each person, in an amount not less than Three Thousand Dollars (\$300,000.00) on account of all accidents.

3.16 **PROOF OF INSURANCE**

Certificates of Insurance, as outlined herein, shall be furnished to the School Board within ten (10) working days of the notification of the award of the contract. Certificate of Insurance shall provide a minimum of a thirty (30) calendar day notice of cancellation to the School Board and shall name the School Board as an Additional Insured where herein specified. These Certificates shall be sent to Purchasing Department, 817 Bill Beck Boulevard, Florida 34744-4495.

3.17 **INSURANCE CANCELLATION**

Should any of the required insurance policies be canceled before the expiration date or non-renewed, the issuing company will provide 30 calendar days written notice to the certificate holder the School District of Osceola County.

All insurance contracts and certificates of insurance shall either be executed by or countersigned by a licensed resident agent of the insurance or Surety Company having its place of business in the State of Florida. The insurance or Surety Company shall be duly licensed and qualified to do business in the State of Florida.

3.18 **INSURANCE POLICY REVIEW**

Insurance policies shall be submitted for review to the School Board's attorney and the School Board's Department of Risk Management. Said policies shall be in form and content satisfactory to the School Board's said representatives. Said policies shall also name the School Board as an additional insured party where specified herein.

3.19 **INDEMNIFICATION AND HOLD HARMLESS**

Contractor agrees to protect, defend, reimburse, and indemnify and hold the District, its agents, employees and elected officers and each of them, free and harmless at all times from and against any and all claims, liability, expenses, losses, costs, fines and damages (including attorney fees) and causes of action of every kind and character against or from the District by reason of any damage to property of the environment, or bodily injury (including death) incurred or sustained by any party hereto, or of any party acquiring any interest hereunder, and any third or other party whosoever, or other party whosoever, or any governmental agency, arising out of or incident to or in connection with Contractor's performance under this Agreement, Contractor's acts, omissions or operations hereunder, or the performances of the Contractor or any breach of the terms of this Agreement; provided, however, the Contractor shall not be responsible to the District for damages resulting out of bodily injury or damages to property which Contractor can establish as being attributable to the sole negligence of the District, its respective agents, servants, employees or officers.

3.20 **NON-PERFORMANCE**

Time is of the essence in this contract. The bidder must comply with all requirements as set forth by this contract. Failure to complete the requirements of this contract shall be considered default.

In case of contract default, the School Board may procure the services or products from other sources and hold the bidder responsible for any excess costs occasioned thereby and may immediately proceed to cancel the contract. Furthermore, the School Board may suspend the vendor from future bids and business with the School Board for a specified period of time.

3.22 **BIDDERS QUALIFICATIONS**

Only responsible Bidders qualified by previous experience and satisfactory completion of at least five contracts or orders for similar work within the last five years will be considered. The Bidders shall be in sound financial position and qualified to perform the work. In order to facilitate prompt award of the Contract the Bidder shall complete and submit the attached questionnaire with his bid package.

(The School Board reserves the right to contact any and all customers past or present to verify previous experience and satisfactory completion of contracts.)

Failure to submit the above requested information may cause for rejection of your bid. If you have previously submitted this information for similar work in response to another invitation to Bid, please indicate so on your proposal.

3.23 **BID PROTESTS**

- A. BIDDERS are advised that any and all Bid Protests must be made in accordance with the requirements of the TERMS AND CONDITIONS of this bid the Administrative Rules of the Florida Department of Education, and Chapter 120, Florida Statutes.
- B. ALL BIDDERS acknowledge that the significant damages and losses that will be suffered by the OWNER as a result of the time lost and costs associated with an unsuccessful Bid Protest will be difficult, if not impossible to prove. Therefore, any and all Bid Protests must be accompanied by SECURITY in an amount equal to 1 percent (1%) of the estimated value of the contract, not less than \$500.00 nor more than \$5,000.00, whichever is less.
- C. THE SECURITY may be in the form of a bank cashier's check or bank certified check payable to "The School District of Osceola County, Florida." Or the Security may be in the form of a Bond naming as Obligee therein "The School District of Osceola County, Florida." Each such Bond shall be executed by the BIDDER, as the PRINCIPAL therein, and by a Surety. The Protest Bond shall be dated the same date as the date shown on the BIDDER'S Protest. There must be attached to each Protest Bond a duly authenticated or certified Power of Attorney evidencing that the Attorney-In-Fact who executes the Protest Bond on behalf of and in the name of the SURETY thereon, has the authority to so execute the Protest Bond on the date of the Protest Bond.
- D. Should the protesting BIDDER be successful in its Bid Protest, the SECURITY submitted by that BIDDER shall be returned to the Protesting BIDDER in full.
- E. Should the protesting BIDDER'S protest be unsuccessful, the SECURITY submitted by the protesting BIDDER in the form of a cashier's check or certified check shall be kept and retained by the OWNER and OWNER may receive and retain all moneys represented by such check and the Protesting BIDDER shall have no right to same or to a refund of any part of same.
- F. If the Protesting BIDDER'S protest is unsuccessful, and the SECURITY submitted by the BIDDER is in the form of a Protest Bond, the BIDDER and the Surety on said Protest Bond shall forthwith pay over to the OWNER the full monetary amount and penal sum of said Protest Bond, and such amount and sum shall be retained by OWNER.
- G. If the Protesting BIDDER'S protest is unsuccessful said BIDDER shall be liable for all attorney fees and other administrative costs associated with the unsuccessful Bid Protest.

To qualify as a successful Bid Protest:

In the case of a protest of another BIDDER'S Bid, the Bid being protested by the Protesting BIDDER must be rejected by the School Board for the reasons stated in the Protesting Bidder's Protest.

In the case of the BIDDER protesting the rejection of its own Bid, for the protest to be successful, the School Board must award the contract to the Protesting Bidder.

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**4. TECHNICAL SPECIFICATIONS**

- 4.01 The scope of work is to establish the best pricing for Promotional Items, Screen Printing, and Embroidery. This bid will be divided into three parts, Part A Promotional Items, Part B Screen Printing, and Part C Embroidery.
- 4.02 Due to the number of Schools and Departments in the School District, multiple vendors will be awarded for each Part A, Part B, and Part C.
- 4.03 Artwork shall be approved in writing by each Department and/or School before any printing and/or embroidery is started. Not abiding by this could result in non payment due to unsatisfactory work produced.
- 4.04 It is to the vendors advantage to send catalogs to schools and departments, so they know what the awarded vendors have to offer. A list of schools and departments will be sent with the award letter.
- 4.05 Attachment A is a sample logo to be used for bid pricing purposes only. This logo is to be used on all items being priced on Part A, Screen Printing.
- 4.06 Attachment B is a sample logo to be used for bid pricing purposes only. This logo is to be used on all items being priced on Part A, Promotional Items and Part C, Embroidery.



**QUESTIONNAIRE**

4.07 The following questionnaire will be answered by the Bidder for use in the evaluating of the bid to help determine the award of this bid. The School Board shall weight (a) experience, qualifications, and reputation of each Bidder and (b) the quality of the products and of the services proposed by each bidder.

1. **FIRM NAME:** \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person for Inquiries: \_\_\_\_\_

2. **INSURANCE:**  
Insurance Company: \_\_\_\_\_

Agent Company: \_\_\_\_\_

Agent Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

3. **EXPERIENCE:**

Years in business under present name: \_\_\_\_\_

Years in this area of work: \_\_\_\_\_

Value of work now under contract: \_\_\_\_\_

Value of work in place last year: \_\_\_\_\_

Average annual value of work completed  
(last three (3) years): \_\_\_\_\_

Total number of permanent staff employed includes the following:

Management: \_\_\_\_\_

Graphic Designer \_\_\_\_\_

Skilled Craftsmen: \_\_\_\_\_

Unskilled Labor: \_\_\_\_\_

Other: \_\_\_\_\_

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In-house Equipment:

Approximate Value of Equipment owned by Firm:       \$ \_\_\_\_\_

(Attach list of Major Equipment)

List Four (4) Most Significant Projects Completed in the Last Five (5) Years:

PROJECT #1:

Contracting Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Date Completed: \_\_\_\_\_

PROJECT #2:

Contracting Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Date Completed: \_\_\_\_\_

PROJECT #3:

Contracting Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Date Completed: \_\_\_\_\_

PROJECT #4:

Contracting Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Date Completed: \_\_\_\_\_

List Three (3) Most Significant Projects, Other Than Those Listed Above, That are Presently Under Construction:

PROJECT #1:

Contracting Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Date Completed: \_\_\_\_\_

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PROJECT #2:

Contracting Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Date Completed: \_\_\_\_\_

PROJECT #3:

Contracting Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Date Completed: \_\_\_\_\_

4. **BANK REFERENCES, CREDIT REFEERENCES:**

Bank Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Currently Rated with Dun & Bradstreet?  YES  NO

If so, what is your D&B rating: \_\_\_\_\_

Has Firm: Failed to complete a contract?  YES  NO

Been involved in bankruptcy or reorganization?  YES  NO

Pending judgment claims or suits against firm?  YES  NO  
(If answer to proceeding is YES, submit details on separated sheet.)

5. **Has anyone employed by your firm ever been convicted, plead nolo contendere (no contest), or had adjudication withheld in a criminal offense, felony, misdemeanor, or otherwise, or are there any criminal charges now pending against anyone employed by your firm other than a con-criminal traffic violation?**

YES  NO

If **YES** provide complete details on a separated sheet.

**SAMPLE PRICE SHEET**

**PART A - PROMOTIONAL ITEMS**

	<u>ITEM</u>	<u>EST QTY</u>	<u>PRICE</u>
1.	20oz bottle durable polycarbonate material w/easy carry screw top Translucent Royal Blue w/Matching color Lid and rubber grip w/1-color yellow gold logo. Mfg _____ Item # _____	<u>48</u>	\$ _____
2.	SAME AS ABOVE	<u>144</u>	\$ _____
3.	Large Microfiber Portofolio With Embossed PVC Trim Size 10 3/8" W X 13 1/2" H Outside zipper 8 card holders, elastic pen loop, 3 interior pockets one with a zipper and one mesh ID holder Royal Blue w/one color gold logo Mfg _____ Item # _____	<u>20</u>	\$ _____
4.	SAME AS ABOVE	<u>100</u>	\$ _____
5.	11oz Colored Stoneware Mug with C-Handle. Almond Color with 1-color logo Hunter Green. Mfg _____ Item _____	<u>144</u>	\$ _____
6.	SAME AS ABOVE	<u>576</u>	\$ _____
7.	Do you charge for art charges	_____ Yes	_____ No
8.	If yes what is the charge		\$ _____
9.	Are setup charges extra	_____ Yes	_____ No
10.	If yes what is the charge		\$ _____
11.	What discount quantity breaks do you offer (example 1-25, 26-75)	_____	_____
		_____	
		_____	

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**SAMPLE PRICE SHEET**

**PART B – SCREEN PRINT**

<u>ITEM</u>	<u>EST QTY</u>	<u>PRICE</u>
12. Jerzees 29M, Heavyweight 50/50 5.6 oz Tee. Red Color w/ 1-color white FF logo Sizes S – XL	<u>25</u>	\$ <u>          </u>
Size 2X	<u>25</u>	\$ <u>          </u>
Size 3X	<u>25</u>	\$ <u>          </u>
13. SAME AS ABOVE Sizes S – XL	<u>75</u>	\$ <u>          </u>
Size 2X	<u>75</u>	\$ <u>          </u>
Size 3X	<u>75</u>	\$ <u>          </u>
14. Jerzees 29M, Heavyweight 50/50 5.6 oz Tee. Khaki Color w/ 1-color Hunter Green FF logo Sizes S – XL	<u>25</u>	\$ <u>          </u>
Size 2X	<u>25</u>	\$ <u>          </u>
Size 3X	<u>25</u>	\$ <u>          </u>
15. SAME AS ABOVE Sizes S – XL	<u>75</u>	\$ <u>          </u>
Size 2X	<u>75</u>	\$ <u>          </u>
Size 3X	<u>75</u>	\$ <u>          </u>
16. Jerzees 29B Heavyweight 50/50 5.6 oz Tee Red Color w/ 1-color white FF logo Sizes S – XL	<u>25</u>	\$ <u>          </u>
17. SAME AS ABOVE Sizes S – XL	<u>75</u>	\$ <u>          </u>
18. Jerzees 29B, Heavyweight 50/50 5.6 oz Tee. Khaki Color w/ 1-color Hunter Green FF logo Sizes S – XL	<u>25</u>	\$ <u>          </u>
19. SAME AS ABOVE Sizes S – XL	<u>75</u>	\$ <u>          </u>
20. Gildan 2000 Ultra Cotton, 6.1 oz Heavyweight 100% Preshrunk cotton Tee Red Color w/ 1-color white FF logo Sizes S – XL	<u>25</u>	\$ <u>          </u>
Size 2X	<u>25</u>	\$ <u>          </u>
Size 3X	<u>25</u>	\$ <u>          </u>

**SAMPLE PRICE SHEET**

**PART B – SCREEN PRINT (continued)**

	<b><u>ITEM</u></b>	<b><u>EST QTY</u></b>	<b><u>PRICE</u></b>
21.	SAME AS ABOVE		
	Sizes S – XL	<u>75</u>	\$ <u>                    </u>
	Size 2X	<u>75</u>	\$ <u>                    </u>
	Size 3X	<u>75</u>	\$ <u>                    </u>
22.	Gildan 2000 Ultra Cotton, 6.1 oz Heavyweight 100% Preshrunk cotton Tee Khaki Color w/ 1-color Hunter Green FF logo		
	Sizes S – XL	<u>25</u>	\$ <u>                    </u>
	Size 2X	<u>25</u>	\$ <u>                    </u>
	Size 3X	<u>25</u>	\$ <u>                    </u>
23.	SAME AS ABOVE		
	Sizes S – XL	<u>75</u>	\$ <u>                    </u>
	Size 2X	<u>75</u>	\$ <u>                    </u>
	Size 3X	<u>75</u>	\$ <u>                    </u>
24.	Gildan 2000B Ultra Cotton, 6.1 oz Heavyweight 100% Preshrunk cotton Tee Red Color w/ 1-color white FF logo		
	Sizes S – XL	<u>25</u>	\$ <u>                    </u>
25.	SAME AS ABOVE		
	Sizes S – XL	<u>75</u>	\$ <u>                    </u>
26.	Gildan 2000B Ultra Cotton, 6.1 oz Heavyweight 100% Preshrunk cotton Tee Khaki Color w/ 1-color Hunter Green FF logo		
	Sizes S – XL	<u>25</u>	\$ <u>                    </u>
27.	SAME AS ABOVE		
	Sizes S – XL	<u>75</u>	\$ <u>                    </u>
28.	Do you charge for art charges	<u>          </u> Yes	<u>          </u> No
29.	If yes what is the charge		\$ <u>                    </u>
30.	Are setup charges extra	<u>          </u> Yes	<u>          </u> No
31.	If yes what is the charge		\$ <u>                    </u>
32.	What discount quantity breaks do you offer (example 1-25, 26-75)	<u>                                    </u>	
		<u>                                    </u>	
		<u>                                    </u>	

PROMOTIONAL ITEMS, SCREEN PRINTING AND EMBROIDERY  
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**SAMPLE PRICE SHEET**

**PART C – EMBROIDERY**

<u>ITEM</u>	<u>EST QTY</u>	<u>PRICE</u>
33. Outer Banks 2112, Men's Pique Sport Shirt w/contrasting nautical stripes on welt collar and cuff. Cuffs. 6.5 oz 100% Cotton Natural/Bimini/Navy color shirt LH embroidery logo w/ department in block print, RH name in script print Size S – XL	<u>5</u>	\$ <u>                    </u>
Size 2X	<u>5</u>	\$ <u>                    </u>
Size 3X	<u>5</u>	\$ <u>                    </u>
34. SAME AS ABOVE Size S – XL	<u>25</u>	\$ <u>                    </u>
Size 2X	<u>25</u>	\$ <u>                    </u>
Size 3X	<u>25</u>	\$ <u>                    </u>
35. Outer Banks 2113, Lady's Pique Sport Shirt w/contrasting nautical stripes on collar. Y-neck, Welt Collar. Three-button clean finish welt placket Cuffs. 6.5 oz 100% Cotton Natural/Bimini/Navy color shirt LH embroidery logo w/ department in block print, RH name in script print Size S – XL	<u>5</u>	\$ <u>                    </u>
36. SAME AS ABOVE Size S – XL	<u>25</u>	\$ <u>                    </u>
Size 2X	<u>25</u>	\$ <u>                    </u>
37. Jerzees J200 Men's Cotton Pique Sport Shirt, 6.8 oz 100% cotton Taped welt collar and welt cuff. Forest Green color LH embroidery logo w/ department in block print, RH name in script print Size S – XL	<u>5</u>	\$ <u>                    </u>
Size 2X	<u>5</u>	\$ <u>                    </u>
Size 3X	<u>5</u>	\$ <u>                    </u>
38. SAME AS ABOVE Size S – XL	<u>25</u>	\$ <u>                    </u>
Size 2X	<u>25</u>	\$ <u>                    </u>
Size 3X	<u>25</u>	\$ <u>                    </u>

**SAMPLE PRICE SHEET**

**PART C – EMBROIDERY (continued)**

<u>ITEM</u>	<u>EST QTY</u>	<u>PRICE</u>
39. Jerzees J200W Lady's Cotton Pique Sport Shirt, 6.8 oz 100% cotton Taped welt collar and welt cuff. Forest Green color LH embroidery logo w/ department in block print, RH name in script print Size S – XL Size 2X	<u>5</u> <u>5</u>	\$ _____ \$ _____
40. SAME AS ABOVE Size S – XL Size 2X	<u>25</u> <u>25</u> <u>25</u>	\$ _____ \$ _____ \$ _____
41. Digitizing charges		\$ _____
42. Are setup charges extra	_____ Yes _____ No	
43. If yes what is the charge		\$ _____
44. What discount quantity breaks do you offer (example 1-25, 26-75)	_____ _____ _____	
45. What is your percentage mark-up of items (to include overhead, fringe, general and administrative, or any other elements of cost) percentage mark-up must be guaranteed throughout the term of this contract.		_____ %
46. Delivery after receipt of Purchase Order And/or sign off of art work is different from Bid specifications		_____ days
47. List "Your Bid or Quote Number" if required on each Purchase Order		_____
48. Minimum Order Amount if required		\$ _____
49. Exclusions (if any) must be listed here	_____ _____ _____ _____	



**SAMPLE PRICE SHEET**

50. In State Service Representative:

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax # \_\_\_\_\_  
City \_\_\_\_\_ Cellular # \_\_\_\_\_  
Email \_\_\_\_\_

51. Inside Sales contact if assigned Service Representative is unavailable:

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_ Fax # \_\_\_\_\_  
Cellular # \_\_\_\_\_

**Award will be based on line item 4.07 Questionnaire and Sample Price Sheet**

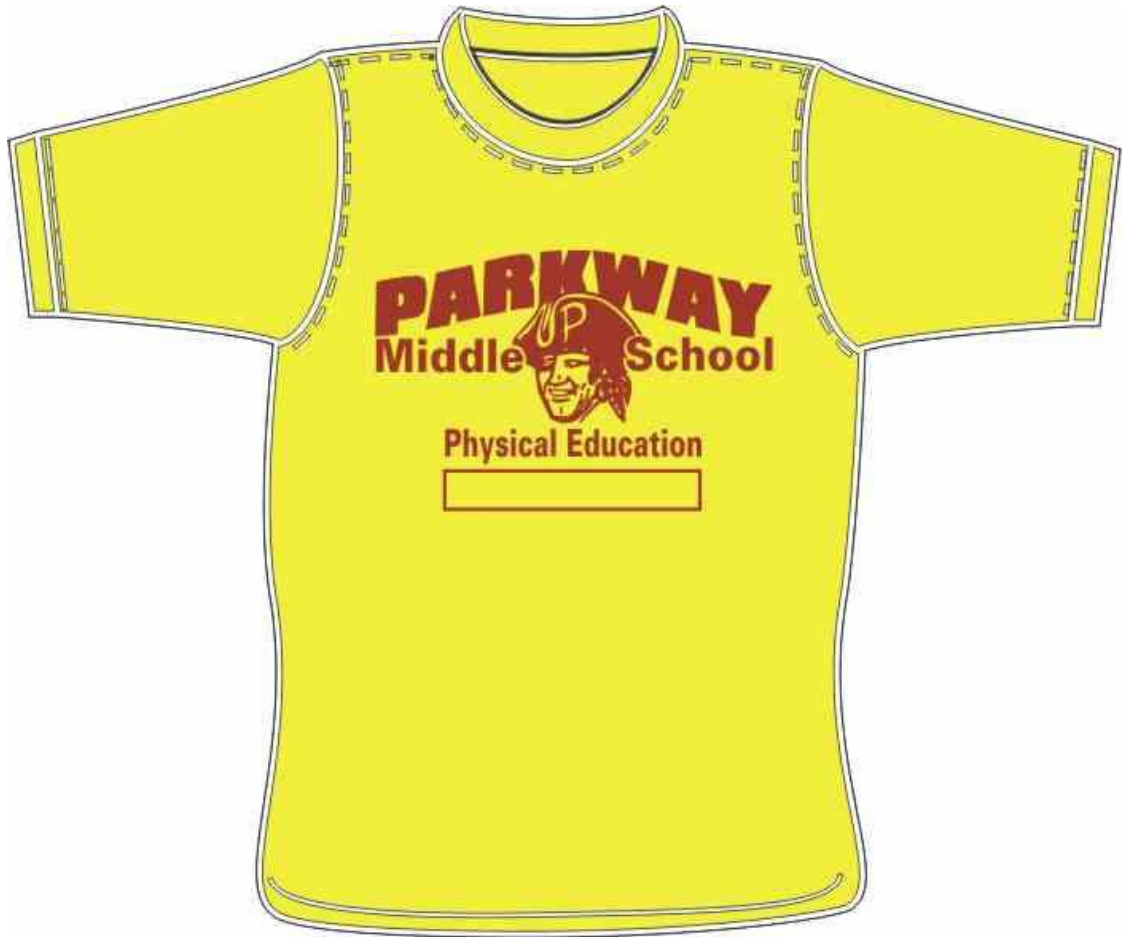
I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment, and in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

\_\_\_\_\_  
NAME (Typed) TITLE

\_\_\_\_\_  
SIGNATURE VENDOR NAME

\_\_\_\_\_  
DATE TELEPHONE NUMBER FACSIMILE NUMBER

**ATTACHMENT A**



**ATTACHMENT B**

