



Charter Township of Orion

County of Oakland, Michigan

REQUEST FOR PROPOSALS

SCREEN-PRINTING, EMBROIDERY & CLOTHING APPAREL NEEDS
FOR
THE CHARTER TOWNSHIP OF ORION
LAKE ORION, MICHIGAN

April 6, 2023

The Charter Township of Orion is issuing a Request for Proposal (RFP) for interested and qualified firms for screen-printing, embroidery, and clothing apparel needs.

Sealed Proposals: Bidders will submit **one (1) original bound packet** and **one (1) USB drive containing all PDF documents** to the following address:

**The Charter Township of Orion
Clerk's Office
2323 Joslyn Rd.
Lake Orion, MI 48360**

By 2:00 p.m. Thursday, May 4, 2023

Proposals received after the above-cited time will be considered a late submittal and are not acceptable.

- The envelope should be clearly marked **"SEALED RFP – APPAREL BIDS"**
- Please direct procedural questions regarding this RFP to the Clerk's Office at 248-391-0304 ext. 4000
- Please direct technical questions regarding this RFP to Ashley Coyle at 248-391-0304 ext. 1030 or acoyle@oriontownship.org by Friday, April 21, 2023 at 4:30 p.m.

Thank you for your interest.

I. PROPOSAL INFORMATION

Definitions	“Bidder”	An individual or business submitting a proposal to the Charter Township of Orion
	“Contractor”	A person or company that provides goods or services to a business
	“Township”	The Charter Township of Orion

II. PROPOSAL TERMS

The Charter Township of Orion reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the contractor's qualifications and capabilities to provide the specified service and other factors that the Charter Township of Orion may consider. The Township does not intend to award a contract fully based on any response made to the proposal; the Township reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the Township's specifications and needs.

The Township reserves the right to reject any or all proposals, to waive or not waive informalities or irregularities in proposals or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by the Township to be in the best interests of the Township even though not the lowest bid.

Proposals must be signed by an official authorized to bind the contractor to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

In the event it becomes necessary to revise any part of the RFP, an addendum will be provided. Deadlines for submission of RFPs may be adjusted to allow for revisions. To be considered, **one (1) original bound packet** and **one (1) USB drive containing all PDF documents**, must be at the Township on or before the date specified.

Proposals should be prepared simply and economically providing a straightforward, concise description of the contractor's ability to meet the requirements of the RFP. Proposals shall be typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

III. PROPOSAL SPECIFICATIONS

OVERVIEW

The Charter Township of Orion (population of approximately 37,945 residents) located in northern Oakland County in southeast Michigan. Details pertaining to the Township and its organization are available on the Township's website, www.oriontownship.org.

The Charter Township of Orion (hereinafter referred to as the "Township") is accepting proposals from qualified firms to provide, graphic services (when needed), screen-printing, embroidery and clothing/uniform apparel for Township personnel. In some instances, the successful vendor may be asked to provide graphic services for the Township. The clothing will be purchased on an as-needed basis. The Township is interested in entering a contract for one (1) year, with two (2) one-year options to renew. Renewal will be contingent upon successful proposer holding to original contract terms and conditions.

BACKGROUND

The Township has agreements in place with its employees to provide apparel/uniforms as outlined below:

Orders shall be placed by the Township through approved vendors, on approved apparel items, no less than two times per year. No individual can place an order independently and submit for reimbursement.

- Parks, Recreation, and Facilities: Township will provide shirts, headwear, sweatshirts, winter jacket, coveralls, and boots as needed. Boots and outerwear must be turned in for replacement. Other safety equipment to be provided as needed.
- Inspectors/Ordinance Enforcement: Township will provide coat, safety boots as needed, and shirts. Boots and outerwear must be turned in for replacement. Other safety equipment as needed.
- Clerical Staff: Clerical employees to receive up to two (2) of logo apparel, not to exceed \$100 per year.
- Public Services: The Employer will provide each employee with the following uniform clothing at the time intervals as hereinafter specified. Each employee shall have an account, paid for by Orion Township, with a single bona fide uniform provider. The value of said account shall be the aggregate of six (6) pants, six (6) shirts, one (1) sweatshirt, and one (1) winter jacket each year. One (1) pair of safety boots shall also be provided each year from a Red Wing boot dealer, or if not available, boots equal to that standard. Employees shall be provided one (1) pair of five (5) buckle style outer boots and replaced as necessary, to be utilized in wet working conditions.

SCOPE OF WORK

It is the objective of the Township to select one or more reputable firms to provide graphic services (when needed), screen-printing, embroidery, and clothing for the Township's personnel and merchandising needs.

- No guarantee is made as to the quantities which will be purchased, or to any total contract dollar amount. Clothing will be purchased on an "As Needed" basis. Vendor should have in-stock availability of all sizes and types of garments listed in this proposal. If in-stock availability is not offered, vendor must be able to obtain requested items and sizes within 48-hours of placement of order.
- Vendors must identify a discount structure for purchase of items that may not be identified in the proposal. The discounts identified shall apply to a price list, or other identifiable list for the Township to accurately determine applicable discounts for all their clothing needs, including online catalogs, if applicable. The price list, catalog, or other documenting information should be submitted with the vendor's response.
- Product and product numbers when listed are to be considered as examples only of purchases that may occur as a result of this contract. These items are to be considered examples only and not a complete list of the items that will be purchased.
- Successful vendor must be able to fill orders in a reasonable time frame. Reasonable is considered two to three weeks of order placement and/or artwork approval. Flexibility will be given for larger or special-order items. Consistent delays in receiving orders could result in the cancellation of this contract.
- All items furnished in response to this Request for Proposal shall conform to the specifications contained herein; shall be of commercial first quality and are to be manufactured in accordance with current industry standards for workmanship, materials and construction.
- The vendor will guarantee replacements of improperly manufactured garments. Such replacements must be made within 30 days from the time of notification.
- Sizes and quantities will vary. Vendor shall include price schedules for additional charges for oversized apparel.
- The following is a sample product list of past purchases:
 - Flexfit Tricot Cap: 97% polyester, 3% spandex fabric. Sized caps and one-size-fits-most must be offered.
 - Sweatshirts (Crew & Hooded): 90% cotton, 10% polyester. Weight must be a minimum 10 ounce. Coverseamed neck, armholes and waistband; spandex-reinforced neck, cuffs, and waistband; cover stitching throughout without zippers.

- Sweatshirts (Crew & Hooded): 50% cotton, 50% polyester. Weight must be a minimum 10 ounce. Coverseamed neck, armholes and waistband; spandex-reinforced neck, cuffs, and waistband; cover stitching throughout; with and without zippers.
- Uniform shirts: 65% polyester, 35% cotton blend, long sleeve and short sleeve with left and right chest pockets. Velcro tabs on both pockets. Seven button front. Functional shoulder epaulets. Box-pleated breast pockets with scalloped three-point flaps. Long sleeve shirts will have button sleeve cuffs. Embroidered and screen-printed Township log on left chest. Some shirts will require that patches (provided by the Township) will need to be sewn on.
- T-Shirts: 50% preshrunk cotton, 50% polyester, long sleeve without pocket and short sleeve with or without left chest pocket. Weight 6.1 ounces. Seamless ribbed collar. Taped shoulder-to-shoulder. Double needle stitched hemmed sleeves and bottom.
- T-Shirts: 50% preshrunk cotton, 50% polyester. Weight 5.6 ounces. Double-needle stitching throughout; taped shoulder to shoulder; seamless collar.
- T-Shirts: 100% preshrunk heavyweight cotton with a weight of 6 ounces. Ribbed collar and cuffs; taped shoulder-to-shoulder; double-needle stitching throughout. Long sleeve with and without pockets, short sleeves with and without pockets, and sleeveless with and without pockets.
- Sport Shirts: 50/50 jersey-knit tubular sport shirt short sleeve with and without pocket; 5.6 ounces. Taped welt collar. Three-button clean finished placket. Double-needle stitched hemmed sleeves and bottom. In addition, the vendor may be requested to sew soft-sided Velcro on the right breast side of shirt. The Velcro is to be 3" wide and 1" in height. The color of Velcro would be specified at time of order. White is unacceptable.
- Polo Shirts: 100% cotton ladies and men's pique' polo; 6.5 ounces. Wrinkle and crease resistant; three-button placket; welt-knit collar and cuffs; double-needle stitching throughout.
- ARTWORK
Upon award, the successful proposer will be given information regarding the manner in which the Township's information can be printed and utilized. The Township has a branding policy in place that will manage the way in which the Township's logo can be printed. Successful proposer will be required to follow the criteria provided. The Township may request additional artwork outside of the Township's logo; the printing and design of that logo will be at the agreement of the vendor and the Township and may be used in the manner mutually decided upon.

- PAYMENT

The Contractor shall be required to submit authentic, accurate and itemized invoices for all products received. Appropriate documentation shall be submitted with invoices to provide sufficient information should a discrepancy be discovered. Electronic transfer of funds and payment by credit card are available and encouraged for payments on Township contracts.

Vendors shall submit properly completed invoices to the Charter Township of Orion, Attn: Accounts Payable, 2323 Joslyn Road, Orion Township, MI 48360; preferably by email to: invoices@oriontownship.org. Payment will be remitted net 30 days by check or 15 days by credit card. Partial payments are not authorized on individual written purchase orders, issued for this procurement. Advanced Payments will not be authorized.

SUBMISSION REQUIREMENTS

1. COVER LETTER INTRODUCTION that explains the contractor's interest and ability to provide this service. The letter shall contain the name, address, phone number, and email of the person who will serve as the contractor's principal contact with the Township. The statement shall bear the signature of the person having proper authority to make formal commitments on behalf of the contractor. By submitting a response to this RFP, the vendor agrees to all requirements therein.
2. BIDDER QUALIFICATION FORM providing details on the company, its employees, experience, and how the company will fulfill the Township's needs.
3. COMPREHENSIVE COST PROPOSAL. Provide the price list, catalog, and other documenting information regarding costs.
4. ADDITIONAL INFORMATION (optional) that the contractor feels is pertinent in the Township's decision on selecting an apparel contractor. If the contractor believes that some of the services requested are not necessary, please identify those services and the reasons for indicating that they are not necessary. If the contractor has additional services that it believes would be value-added to the Township's apparel needs, please include an explanation of those services in the proposal, as well as the fees charged for such services.

EVALUATION CRITERIA

Proposals will be evaluated and ranked by a selection committee. A select number of bidders may, if it is in the best interest of the Township, be invited for an interview. A recommendation will then be presented to the proper signing authority for consideration and approval.

The following represents the principal selection criteria, which will be considered during the evaluation process. The proposal award will not be based solely upon cost, but will be evaluated based upon criteria formulated around the most important features of the services demonstrating the apparent greatest benefit to the Township, which will include, but not be limited to:

1. QUALIFICATIONS AND EXPERIENCE
The firm must have personnel who have extensive artwork, screen-printing and embroidery experience as well as experience working with municipal governments or public entities. Will be verified from reference checks.

2. CUSTOMER SUPPORT
The firm should have the ability to provide a dedicated representative to assist and support the Township and offer a program to deal with warranties and returns.

3. PRODUCT QUALITY AND VARIETY
The overall quality and variety of the proposed clothing and the ability of the offeror to provide a comprehensive line in order to meet the needs of the various departments of the Charter Township of Orion. The overall durability of the materials used and the ability of the finished product to maintain its original integrity.

4. COST PROPOSAL
Cost proposal per Proposal Form.

IV. PRELIMINARY SCHEDULE

The following are estimated dates and are not binding:

SCHEDULE OF EVENTS:

Advertise for proposals:	April 6, 2023
Final Date for Questions:	April 21, 2022, by 4:30 p.m.
Proposals Due & Opening:	May 4, 2023, by 2:00 p.m.
Earliest Board Award:	May 15, 2023

V. AWARD

Award is contingent upon the successful negotiation of final contract terms. If contract negotiations cannot be concluded successfully, the Township may negotiate a contract with any other bidder or withdraw the RFP.

AWARD SELECTION PROCESS. Selection of qualified bidders will be based on the Township's sole determination as to how well proposals meet the Township's needs. Additional questions may be asked of bidders, and interviews may be conducted. Bidders will be notified of any additional required information or interviews after the written proposals have been evaluated. The Township reserves the right to reject all proposals.

At the Township's option, discussions may be had with contractors determined to be considered likely of being selected for an award. Discussions may be for the purpose of clarification, and to assure full understanding of and responsiveness to the solicitation requirements. In conducting discussions, the Township will not disclose information derived from proposals submitted by competing proposers.

CANCELATION OF SOLICITATION. The Township may cancel this solicitation at any time.

COMPLIANCE WITH LAWS. All proposals shall comply with current federal, state, local and other laws relative thereto.

EXPERIENCE AND COMPETENCY. The successful bidder shall be skilled and regularly engaged in the type of work being requested. Consideration will be given not only to the financial standing but also to the general competency of the bidder for the performance of the work specified in the contract documents.

INFORMED BIDDER. Bidders are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at a bidder's own risk.

BIDDER COSTS. The Township is not liable for any costs incurred by bidders before entering into a formal contract. Costs of developing the proposals, or any other such expenses incurred by the bidder in responding to the RFP, are entirely the responsibility of the bidder and shall not be reimbursed in any manner by the Township.

PROPOSAL MODIFICATIONS. Any bidder who wishes to make modifications to a proposal already received by the Township before the submittal deadline must withdraw their proposal in order to make the modifications. Withdrawals must be made in accordance with the terms and conditions of this solicitation (see Withdrawal of Proposal). All modifications must be made in ink, properly initialed by bidder's authorized representative, executed and submitted in accordance with the terms and conditions of this solicitation. It is the responsibility of the bidder to ensure that modified or withdrawn proposals are resubmitted before the submittal deadline.

PROPOSAL, REJECTION OF. The Township reserves the right to reject any or all proposals or any part of a proposal. The Township reserves the right to reject the proposal of any bidder that previously failed to perform adequately for the Township or any other governmental agency. The Township expressly reserves the right to reject the proposal of any bidder who is in default on the payment of taxes, licenses or other monies due to the Township.

BIDDER IS SOLE POINT OF CONTACT. The successful bidder will be the sole point of contact. The Township will look solely to the successful bidder for the performance of all contractual obligations that may result from an award based on this RFP, and the awarded bidder shall not be relieved for the nonperformance of any or all subcontractors.

SELL OR ASSIGN. The successful bidder shall not have the right to sell, assign or transfer any rights or duties under any contract entered into as a result of this RFP without the specific written consent of the Township.

SIGNATURES. An individual who is authorized to bind the bidder must sign the proposal.

WITHDRAWAL OF PROPOSAL. Bidders' authorized representatives may withdraw proposals only by written request received by the Clerk's Office before the submittal deadline. After that time, bidders may not withdraw their proposals for a period of 90 days from the date of opening. At no time may the successful bidder(s) withdraw their proposal.

DHS CERTIFICATION. By submitting a proposal, the bidder hereby certifies that at the time of this certification, the bidder does not knowingly employ or contract with an illegal alien; and that bidder has participated, or attempted to participate, in the E-verify program or the Department Program, as defined in C.R.S. §§ 8-17.5-101(3.3) and 8.17.5-102(3.7), respectively, in order to confirm the employment eligibility of all employees who are newly hired for employment to perform the work under the public contract for services.

INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify the Charter Township of Orion, its officers, agents, servants, volunteers and employees for any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of the Charter Township of Orion in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

INSURANCE REQUIREMENTS

- A. Workers' Compensation Insurance: The contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers Liability coverage, in accordance with all applicable Statutes of the State of Michigan.

- B. Commercial General Liability Insurance: The contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$2,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable; (F) Per contract aggregate.

- C. Motor Vehicle Liability: The contractor shall procure and maintain during the life of this contract, Motor Vehicle Liability Insurance, including Michigan no-fault coverage, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

- D. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be "Additional Insured:" The Charter Township of Orion, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and Board members, including employees and volunteers thereof.

- E. Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change be sent to the Township Clerk, Charter Township of Orion, 2323 Joslyn Rd., Lake Orion, MI 48360.

BID SHEET

Orion Township Authorized Contacts

Ashley Coyle, Budget & Procurement Director
acoyle@oriontownship.org

CHARTER TOWNSHIP OF ORION

Sealed Bid Form – APPAREL BIDS

Requested By: Budget & Procurement Department

Bid Opening: May 4, 2023, 2:00 p.m.

The undersigned hereby declares that they have carefully examined the instructions and specifications as listed in the Bid Packet. The undersigned declares the prices set forth in this bid do cover all the requirements listed in the bid packet "Apparel Bids."

It is understood and agreed that all bid prices shall remain in effect for at least ninety (90) days from the date of the bid opening to allow for the award of the bid, and that the prices bid will remain firm through invoice.

The Charter Township of Orion reserves the right to split or abstract any or all bid proposals and award multiple contracts from the same quotation, based on price, availability, and service, when in its judgment it best serves the Charter Township of Orion.

-Attach bid sheet

BIDDER

Company Name: _____

Address: _____

Telephone No.: _____ Fax No.: _____

Email address of contact person: _____

Authorized Signature: _____ Date: _____

Printed or typed name of authorized agent: _____

Title of authorized agent: _____

BIDDER QUALIFICATION FORM

Each item must be completed with a response. Vendors not responding to any of the specifications or questions may be classified as unresponsive. Vendor must initial any corrections. The proposal should follow the format outlined in this proposal. **Supplemental information may be attached.**

Firm Name: _____

Firm Established: _____ Years in Business: _____

Type of Organization: (Circle One)

- a. Individual
- b. Partnership
- c. Corporation
- d. Joint Venture
- e. Other

How many years has your Company been providing screen-printing, embroidery clothing needs? _____

Please provide a list of client references served within the last three (3) years. Include name, address, phone number, contact person and briefly describe scope of services performed. Supplemental information may be attached.

How many employees does your Company employ?

Full time employees: _____ Part-time employees: _____

Please list the name, email, and phone number of your store representative or contact person for the Township:

Does your Company have a website for product viewing and/or ordering purposes with the Township's pricing?

If so, please list: _____

If not, detail the process for ordering:

Identify and describe your company's experience and ability to provide artwork design/graphic services to the Township:

Would you subcontract any of the services being requested?

Describe your Company's product warranty including warranty on shrinkage, fading, and tearing:

Please describe your Company's return and exchange policy:

What are your billing procedures?

Does your company offer online ordering catalog? Yes_____ No_____ If yes, would the Township's awarded pricing be reflective in the online? catalog Yes_____ No_____

Do you offer an employee purchase program? How would the program be handled?

PRICING SHEET

Proposers are to submit their pricing to provide clothing, as needed, as specified in the solicitation. Below is a list of items required for Township personnel, including union employees. Township reserves the right to award by section or if in the best interest of the Township will award to one vendor providing the best value to the Township.

The following items listed are representative pricing for comparison only. Vendor is to submit a price list and discount structure for items that may not be identified in this proposal. Provide per unit pricing.

TOWNSHIP LOGOS:

Logo 1 – Five-Color Process:



Logo 2 – Four-Color Process:



Logo 3 – Four-Color Process:



**ORION
PARKS**

SECTION A:

A1. Front print only – Pricing to include shipping and printing on 50/50 cotton/polyester 6.1 oz, Short Sleeve, White, T-Shirt (XS-XL) - Gildan or approved equal

Quantity	1 color	4-color process	5-color process
1-11	\$ /ea	\$ /ea	\$ /ea
12-23	\$ /ea	\$ /ea	\$ /ea
24+	\$ /ea	\$ /ea	\$ /ea

A2. Front and back printing only – Pricing to include shipping and printing on 50/50 cotton/polyester, 6.1 oz, Short Sleeve, White, T-Shirt (XS-XL) - Gildan or approved equal

Quantity	1 color	4-color process	5-color process
1-11	\$ /ea	\$ /ea	\$ /ea
12-23	\$ /ea	\$ /ea	\$ /ea
24+	\$ /ea	\$ /ea	\$ /ea

Brand Shirt / Item # / Shirt Weight being quoted: _____

Additional charge for:

Dark Color Shirts	\$_____	Light Color Shirts	\$_____	Rush Charge:	\$_____
-------------------	---------	--------------------	---------	--------------	---------

Other Charges:

Size:	1X	\$_____	2X	\$_____	3X	\$_____	Tall	\$_____
-------	----	---------	----	---------	----	---------	------	---------

A3. Front print only – Pricing to include shipping and printing on 50/50 cotton/polyester 6.1 oz, Long Sleeve, White, T-Shirt (XS-XL) - Gildan or approved equal

Quantity	1 color	4-color process	5-color process
1-11	\$ /ea	\$ /ea	\$ /ea
12-23	\$ /ea	\$ /ea	\$ /ea
24+	\$ /ea	\$ /ea	\$ /ea

A4. Front and back printing only – Pricing to include shipping and printing on 50/50 cotton/polyester, 6.1 oz, Long Sleeve, White, T-Shirt (XS-XL) - Gildan or approved equal

Quantity	1 color	4-color process	5-color process
1-11	\$ /ea	\$ /ea	\$ /ea
12-23	\$ /ea	\$ /ea	\$ /ea
24+	\$ /ea	\$ /ea	\$ /ea

Brand Shirt / Item # / Shirt Weight being quoted: _____

Additional charge for:

Dark Color Shirts	\$_____	Light Color Shirts	\$_____	Rush Charge:	\$_____
-------------------	---------	--------------------	---------	--------------	---------

Other Charges:

Size:	1X	\$_____	2X	\$_____	3X	\$_____	Tall	\$_____
-------	----	---------	----	---------	----	---------	------	---------

A5. Front print only – Pricing to include shipping and printing on 90/10 Cotton/Polyester Sweatshirts, 10 oz, Black (XS-XL)

Quantity	1 color	4-color process	5-color process
1-11	\$ /ea	\$ /ea	\$ /ea
12-23	\$ /ea	\$ /ea	\$ /ea
24+	\$ /ea	\$ /ea	\$ /ea

A6. Front and back printing only – Pricing to include shipping and printing on 90/10 Cotton/Polyester Sweatshirts, 10 oz Black (XS-XL)

Quantity	1 color	4-color process	5-color process
1-11	\$ /ea	\$ /ea	\$ /ea
12-23	\$ /ea	\$ /ea	\$ /ea
24+	\$ /ea	\$ /ea	\$ /ea

Brand Shirt / Item # / Shirt Weight being quoted: _____

Additional charge for:

Dark Color Shirts	\$_____	Light Color Shirts	\$_____	Rush Charge:	\$_____
-------------------	---------	--------------------	---------	--------------	---------

Other Charges:

Size:	1X	\$_____	2X	\$_____	3X	\$_____	Tall	\$_____
-------	----	---------	----	---------	----	---------	------	---------

A7. Front print only – Pricing to include shipping and printing on 100% Cotton, ladies and men's white pique' polo 6.5 oz (XS-XL)

Quantity	1 color	4-color process	5-color process
1-11	\$ /ea	\$ /ea	\$ /ea
12-23	\$ /ea	\$ /ea	\$ /ea
24+	\$ /ea	\$ /ea	\$ /ea

Brand Shirt / Item # / Shirt Weight being quoted: _____

Additional charge for:

Dark Color Shirts	\$ _____	Light Color Shirts	\$ _____	Rush Charge:	\$ _____
-------------------	----------	--------------------	----------	--------------	----------

Other Charges:

Size: 1X	\$ _____	2X	\$ _____	3X	\$ _____	Tall	\$ _____
----------	----------	----	----------	----	----------	------	----------

A8. 100% Stitched 3" x 3" Township & Parks Logo Patch (Logo 3 will be larger – Quote on Logo 1 & 2 for reference)

Quantity	4-color process	5-color process
1-11	\$ /ea	\$ /ea
12-23	\$ /ea	\$ /ea
24+	\$ /ea	\$ /ea

A9. Patch Application

Provide the pricing for sewing the Township's logo patch from Item A14 onto selected items covered under the contract.

Cost to sew a patch – Logo 1 – Orion Township: \$ _____

Cost to sew a patch – Logo 2 – Orion Parks: \$ _____

Cost to sew a patch – Logo 3 – Orion Parks – Larger Logo: \$ _____

A10. Flexfit Tricot Cap, 97% polyester, 3% spandex fabric, Navy, One Size-Fits-Most. Pricing to include shipping.

Quantity	1 color
1-11	\$ /ea
12-23	\$ /ea
24+	\$ /ea

Brand Cap / Item # / Material being quoted: _____

Additional Charge For:

Sized Caps	\$ _____
------------	----------

Additional Charge for Other Colors:

Black	\$ _____	Sports Grey	\$ _____	Safety Green	\$ _____
-------	----------	-------------	----------	--------------	----------

A11. Pocket T-Shirt (XS-XL), Short Sleeve, Left Chest Pocket, White, Silk Screened Gradient Black Township Logo above pocket - Pricing to include shipping and printing on 100% Cotton Jersey; minimum 6.1 oz - Acceptable brands: Gildan 2300, Port & Co. PC61PT or approved equal

Quantity	4-color	5-color
1-11	\$ /ea	\$ /ea
12-23	\$ /ea	\$ /ea
24+	\$ /ea	\$ /ea

Brand Shirt / Item # / Shirt Weight being quoted: _____

Additional charge for:

Sports Grey w/gradient black logo	\$_____	Black w/ white logo	\$_____	Navy w/ white logo	\$_____	Safety Green w/gradient black logo	\$_____
-----------------------------------	---------	---------------------	---------	--------------------	---------	------------------------------------	---------

Additional Charge for:

Size: Tall	\$_____	1X	\$_____	1X Tall	\$_____	2X	\$_____
------------	---------	----	---------	---------	---------	----	---------

2X Tall	\$_____	3X	\$_____	3X Tall	\$_____	4X	\$_____
---------	---------	----	---------	---------	---------	----	---------

4X Tall	\$_____
---------	---------

Additional Charge for:

Rush Charge:	\$_____
--------------	---------

A12. Heavy Blend Hooded Pullover Sweatshirts (XS-XL), 50% Cotton / 50% Polyester, White, Silk Screened Gradient Black Township Logo placed on Left Chest - Pricing to include shipping and printing, minimum 8.0 oz, - Acceptable brands: Gildan 18500, Port & Co. PC90HT or approved equal

Quantity	4-color	5-color
1-11	\$ /ea	\$ /ea
12-23	\$ /ea	\$ /ea
24+	\$ /ea	\$ /ea

Brand Shirt / Item # / Shirt Weight being quoted: _____

Additional charge for:

Sports Grey w/gradient black logo	\$_____	Black w/white logo	\$_____	Navy w/white logo	\$_____	Safety Green w/gradient black logo	\$_____
-----------------------------------	---------	--------------------	---------	-------------------	---------	------------------------------------	---------

Additional Charge for:

Size: Tall	\$_____	1X	\$_____	1X Tall	\$_____	2X	\$_____
------------	---------	----	---------	---------	---------	----	---------

2X Tall	\$_____	3X	\$_____	3X Tall	\$_____	4X	\$_____
---------	---------	----	---------	---------	---------	----	---------

4X Tall	\$_____
---------	---------

Additional Charge for:

Rush Charge:	\$_____
--------------	---------

Production Charges

1. Township Logo Artwork – The Township's Logo will be the most common artwork for the vendor. Vendor to provide set up costs for the Township's logo. All commissioned artwork is considered property of the Charter Township of Orion.

Township Logo Artwork Set Up – Logo 1 - Orion Township: \$_____ Fixed Rate
Township Logo Artwork Set Up – Logo 2 – Parks: \$_____ Fixed Rate
Township Logo Artwork Set Up – Logo 3 – Parks Larger: \$_____ Fixed Rate

2. Additional Artwork - Vendor may charge an hourly fee for any artwork other than the Township's logo. Vendor provide the ordering department an estimate of the number of hours to perform the requested work. All commissioned artwork is considered property of the Charter Township of Orion.

Non-Logo Artwork \$_____ (per hour) Minimum number of hours_____

3. Vendor may charge a flashing charge (screening on a white base prior to the screening process) for dark colored shirts as necessary. It is requested that the awarded Vendor notify the department of this requirement upon placement of order, if it will be utilized in the production of the shirts being ordered.

Flashing \$_____ (per shirt)

4. Vendor may be requested to provide embroidery services for the Township on items purchased. Please state any and all applicable embroidery fees:

5. Identify if there is any minimum order requirements for:

Embroidery _____ **Screen-printing** _____

6. If there is a reorder minimum, indicate what the minimum number is: _____

If notified in advance, will your company agree to hold a screen for a specified number of days in the case additional shirts are needed? Describe your process:

7. Identify discount from price list on the following categories:

Hats	_____%
Shirts	_____%
Sweatshirts	_____%
Polo Shirts	_____%
All other	_____%

Identify pricing catalog/pricing list for above-stated discounts: _____

Is list included with proposal? Yes _____ No _____

Please state any exceptions, issues or alternatives to the Township requirements:

Delivery (FOB Destination) days to delivery from receipt of order: _____ Days ARO

If the product is to be delivered by a company truck, insurance requirements listed in the RFP will be required.

Does your company accept MasterCard for payment without any additional fees?
____ Yes ____ No

Payment Method- Please select the company's desired payment method:

____ Check – minimally 30 days from receipt of order
____ Credit Card –30 days from receipt of invoice

IRAN ECONOMIC SANCTIONS ACT COMPLIANCE AFFIDAVIT

Effective April 1, 2013, all Bids and/or Proposals received by public entities in the State of Michigan must comply with the Iran Economic Sanctions Act, Act 517 of 2012. As a condition to compliance with the Act, the following certification must be submitted with the Bid.

The undersigned, the owner or authorized officer of _____ (the "Bidder"), pursuant to the requirements of the Iran Economic Sanctions Act, Act 517 of 2012, hereby certifies under civil penalty for false certification, that the Bidder is not an "Iran Linked Business", as defined in the Act, and is eligible to submit a Bid.

BIDDER:

By: _____ Its:

State of Michigan)
) ss
County of)

This instrument was acknowledged before me on the _____ day of _____, 20__ by

, Notary Public

_____, County, Michigan

My Commission Expires: _____

Acting in the County of: _____