

**CITY OF FEDERAL WAY
REQUEST FOR PROPOSAL**

I. PURPOSE OF REQUEST.

The City of Federal Way (“City”) is requesting proposals for the purpose of providing apparel and screen printing. The City’s needs are outlined in the following Request for Proposal (“RFP”).

II. TIME SCHEDULE.

The City will follow the following timetable, which should result in a selection of a firm by March 15, 2010.

Issue RFP	March 1, 2010
Deadline for Submittal of Proposals	March 10, 2010
Preliminary Selection of Firm	March 12, 2010
Notify Firm Chosen	March 15, 2010

III. INSTRUCTIONS TO PROPOSERS.

A. All proposals should be sent to:

Jeri-Lynn Clark, Accounting Technician
City of Federal Way
33325 8th Ave S
P.O. Box 9718
Federal Way, WA 98063-9718
(253) 835-2526

B. All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: “RFP – APPAREL & PRINTING SERVICES- FWCC”

C. All proposals must be received by 12:00 PM (Noon) on March 10, 2010 at which time they will be opened. Three (3) copies of the proposal must be presented. No faxed or telephone proposals will be accepted.

D. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Use of both sides of paper sheets for any submittals to the City is desirable whenever practicable.

E. Gina Shaw, Recreation Coordinator or representative will notify the firm selected by March 15, 2010

F. All proposals must include the following information:

- The names of individuals from those firms who will be working on the project and their areas of responsibility
- Specific experience of individuals relative to the proposed project.
- A proposed outline of tasks, products and project schedule, including the number of hours required to complete each task or product.
- A proposed budget based on the above outline of tasks, products and schedules.
- References

IV. SELECTION CRITERIA.

<u>Factor</u>	<u>Weight Given</u>
1. Price	30%
2. Quality of Samples	30%
3. Written proposal that fits the purpose and scope of service.	20%
4. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	20%
Total Criteria Weight	<hr/> 100%

Each proposal will be independently evaluated on factors 1 through 4.

V. TERMS AND CONDITIONS.

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- C. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City, the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a proposal by the city shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. A copy of the contract is available for review and shall include requirements to comply with ADA, Civil Rights Act, and EEO requirements. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney's office.
- F. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

VI. SCOPE OF SERVICES.

Please provide the cost per item of the following items:

- Clothing sizes would range from Youth small to Adult 3X
- Short sleeved t-shirts
- Long-sleeved t-shirts
- Sweatshirts with hoods
- Polo shirts
- Fleece Vests
- Art work
- Set up or other fees
- Printing (price per color)
- Embroidery

Apparel will be for sports; basketball, volleyball, baseball, softball, soccer, youth camps, and staff uniforms. Jerseys, Hanes, Port and Company or comparable quality.

Screen Printing Specifications –Size of image to be screen will vary depending on art work, small logo size of 5”X 6” to 11”X 14”
 Colors per image would be one to four colors

Short and long-sleeve t-shirt Specifications- 50% cotton/ 50% polyester. Shirts to be provided in approximately 15(fifteen) different colors.

Sweatshirts Specifications - 50% cotton/ 50% polyester, heavy weight.

Printing & Short-sleeve T-shirts – One Side

# of Shirts	1 color	2-3 color	4-5 color
10 – 200	_____	_____	_____
201– 500	_____	_____	_____

Printing & Short-sleeve T-shirts – Two Sided

# of Shirts	1 color	2-3 color	4-5 color
10 – 200	_____	_____	_____
201– 500	_____	_____	_____

Printing & Long-sleeve t-shirts – One Side

# of Shirts	1 color	2-3 color	4-5 color
10 – 200	_____	_____	_____
201– 500	_____	_____	_____

Printing & Long-sleeve t-shirts – Two Sided

# of Shirts	1 color	2-3 color	4-5 color
10 – 200	_____	_____	_____
201– 500	_____	_____	_____

Printing & Sweatshirt with Hood – One Sided

# of Shirts	1 color	2-3 color	4-5 color
10 – 200	_____	_____	_____
201– 500	_____	_____	_____

Printing & Sweatshirt with Hood – Two Sided

# of Shirts	1 color	2-3 color	4-5 color
10 – 200	_____	_____	_____

Printing & Polo – One Sided

# of Shirts	1 color	2-3 color	4-5 color
10 – 200	_____	_____	_____

Embroidery & Vest One Sided

# of Shirts	1 color	2-3 color	4-5 color
10 – 200	_____	_____	_____

Additional Charges:

- Set up fees
- Artwork
- Embroidery
- Embroidery set up fees
- Run fees
- Other

VII. COMPENSATION.

- A. Please present detailed information on the firm’s proposed fee schedule for the specifications proposed and for any variation for non-routine services, inclusive of Washington state sales tax and any other applicable governmental charges. Please provide specifics as to definitions of routine versus non-routines tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
- B. Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

VIII. PUBLICATION.

Name of Publication:	Dates:
Mail/Email out RFP	March 1, 2010
City of Federal Way website www.cityoffederalway.com/bids	March 1, 2010 – March 10, 2010
FWCC – itallhappenshere.org	March 1, 2010 – March 10, 2010