



**Request for Proposal
RFP-4659-19-SO**

WORK CLOTHING UPPER GARMENTS

RESPONSES DUE:

July 23, 2019 prior to 2:30 PM Local Time

Accepting Electronic Responses Only

**Responses Only Submitted Through the Rocky Mountain E-Purchasing
System (RMEPS)**

www.bidnetdirect.com/colorado

**(Purchasing Representative does not have access or control of the vendor side of RMEPS.
If website or other problems arise during response submission, vendor MUST contact
RMEPS to resolve issue prior to the response deadline. 800-835-4603)**

PURCHASING REPRESENTATIVE:

Susan Hyatt, Senior Buyer

susanh@gjcity.org

970-244-1513

This solicitation has been developed specifically for a Request for Proposal intended to solicit competitive responses for this solicitation, and may not be the same as previous City of Grand Junction/Mesa County solicitations. All offerors are urged to thoroughly review this solicitation prior to submitting. Submittal by **FAX or HARD COPY IS NOT ACCEPTABLE** for this solicitation.

SECTION 1.0: ADMINISTRATIVE INFORMATION & CONDITIONS FOR SUBMITTAL

- 1.1 **Issuing Office:** This Request for Proposals (RFP) is issued by the City of Grand Junction (City) Purchasing Division.
- 1.2 **Purpose:** The City is requesting proposals from firms experienced in providing Work Clothing Upper Garments. See Section 3 for a detailed Scope of Work. Award will not be based on price alone, but on the full scope of service offered.
- 1.3 **The Owner:** The Owner is the City of Grand Junction, Colorado and is referred to throughout this Solicitation. The term Owner means the City or his authorized representative.
- 1.4 **Bid Deadline:** Proposals are due July 23, 2019 prior to 2:30 P.M.
- 1.5 **Confidential Material:** All materials submitted in response to this IFB shall ultimately become public record and shall be subject to inspection after contract award. "Proprietary or Confidential Information" is defined as any information that is not generally known to competitors and which provides a competitive advantage. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information clearly identified with the words "**Confidential Disclosure**" shall establish a confidential, proprietary relationship. Any material to be treated as confidential or proprietary in nature must include a justification for the request. The request shall be reviewed and either approved or denied by the City Attorney. If denied, the proposer shall have the opportunity to withdraw its entire bid, or to remove the confidential or proprietary restrictions. **Neither cost nor pricing information, nor the total proposal, shall be considered confidential or proprietary.**
- 1.6 **Open Records:** All bids shall be read aloud in the Bid Opening. Trade secrets and confidential information contained in the bid so identified by Bidder as such shall be treated as confidential by the City to the extent allowable in the Open Records Act.
- 1.7 **Submission:** Each bid shall be submitted in electronic format only, and only through <https://www.bidnetdirect.com/colorado>. The uploaded response shall be a single PDF document with all required information included. This site offers both "free" and "paying" registration options that allow for full access of the City's documents and for electronic submission of proposals. (Note: "free" registration may take up to 24 hours to process. Please Plan accordingly.) For proper comparison and evaluation, the City requests that proposals be formatted as directed in Section 5.0 "Preparation and Submittal of Proposals." Submittals received that fail to follow this format may be ruled non-responsive. (Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline. **800-835-4603**).
- 1.8 **Addenda:** All Questions shall be submitted in writing to the City Purchasing Representative. Any interpretations, corrections and changes to this IFB or extensions to the opening/receipt date shall be made by a written Addendum to the IFB by the City Purchasing Division. Sole authority to authorize addenda shall be vested in the City of Grand Junction Purchasing Representative. Addenda will be issued electronically through BidNet at www.bidnetdirect.com/colorado. Addenda will also be posted on the City of

Grand Junction web page at www.gjcity.org/business-and-economic-development/bids. Offerors shall acknowledge receipt of all addenda in their response.

- 1.9 Late Responses:** Responses received after the time and date specified, whether delivered or mailed, will not be considered and will be returned to the respondent unopened. It is the sole responsibility of each respondent to ensure that their submittals arrive at the City Clerk's Office prior to the time and date specified.
- 1.10 Rejection of Submittals:** The City reserves the right to accept or reject any or all submittals received in response to this solicitation. The City further reserves the right to waive any informalities and/or minor irregularities in submittals received, if deemed to be in the best interest of the City.
- 1.11 Submittal Ownership:** All materials submitted with regard to this solicitation become the property of the City and will only be returned at the City's option.
- 1.12 Expenses:** Expenses incurred by prospective respondents in preparation, submission, and presentation of this IFB are the responsibility of the respondents and cannot be charged to the City.
- 1.13 Assignment:** The selected firm shall not sell, assign, transfer or convey any contract resulting from this IFB in whole or in part without prior written approval from the City. Any claims for payment due to the provider from the City under this contract may not be assigned to a bank, trust company, or other financial institution or bankruptcy trustee without the prior written approval by the City.
- 1.14 Indemnification:** The selected firm shall defend, indemnify and save harmless the City of Grand Junction and/or Mesa County, State of Colorado, and all their respective officers, employees, insurers, and self-insurance pool, from and against all liability, suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the selected firm or of any of the firm's agent, employee, sub-consultant or supplier in the execution of, or performance under, any contract which may result from Bid award. The selected firm shall pay any judgment with cost which may be obtained against the City growing out of such injury or damages.

SECTION 2.0: INSURANCE AND BONDING REQUIREMENTS

Insurance Requirements: The selected firm agrees to procure and maintain, at its own cost, policy(s) of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by the firm pursuant to this Section. Such insurance shall be in addition to any other insurance requirements imposed by this Contract or by law. The firm shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to this Section by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

The selected firm shall procure and maintain and, if applicable, shall cause any Subcontractor of the firm to procure and maintain insurance coverage listed below. Such coverage shall be procured and maintained with forms and insurers acceptable to the City. All coverage shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by the firm pursuant to this Section. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. Minimum coverage limits shall be as indicated below unless specified otherwise in the Special Conditions:

(a) Worker Compensation insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this Contract, and Employers' Liability insurance with minimum limits of:

ONE MILLION DOLLARS (\$1,000,000) each accident,
ONE MILLION DOLLARS (\$1,000,000) disease - policy limit, and
ONE MILLION DOLLARS (\$1,000,000) disease - each employee

(b) General Liability insurance with minimum combined single limits of:

ONE MILLION DOLLARS (\$1,000,000) each occurrence and
ONE MILLION DOLLARS (\$1,000,000) per job aggregate.

The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall include coverage for explosion, collapse, and underground hazards. The policy shall contain a severability of interests provision.

(c) Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than:

ONE MILLION DOLLARS (\$1,000,000) each occurrence and
ONE MILLION DOLLARS (\$1,000,000) aggregate

With respect to each of the firm's owned, hired, or non-owned vehicles assigned to be used in performance of the Work. The policy shall contain a severability of interests provision. The policies required by paragraphs (a), (b), (c), and (d) above shall be endorsed to include the City and the City's officers and employees as additional insureds. Every policy required above shall be primary insurance, and any insurance carried by the HDD, its officers, or its employees, or carried by or provided through any insurance pool of the HDD, shall be excess and not contributory

insurance to that provided by Consultant. No additional insured endorsement to any required policy shall contain any exclusion for bodily injury or property damage arising from completed operations. The Consultant shall be solely responsible for any deductible losses under any policy required above.

SECTION 3.0: SCOPE OF SERVICES

- 3.1. General:** The City of Grand Junction is soliciting competitive bids from qualified and interested companies for the upper garments provided to City field employees. Award will not be based on price alone, but on the full scope of service offered in the Proposal.
- 3.2. Contractor Responsibilities:** All clothing supplied is to be in accordance with the attached specifications. Alternate proposals must be clearly noted on the price proposal as an exception to the specifications. If no specification exception is noted on the proposal sheet, it will be understood that the clothing to be supplied is as specified. **Sub-quality garments will be cause for rejection and the garments will be returned to the successful contract provider. The contractor will be required to replace sub-quality or defective items at no additional cost to the City.**
- 3.2.1.** It is the responsibility of the contractor to notify the City immediately via email if the items specified are discontinued, replaced, or not available past the specified delivery time.
- 3.2.2.** The Contractor must assign one key contact readily available the majority of the time. This person will be the primary person City personnel will communicate with regarding terms, conditions, and problems relative to the contract.
- 3.2.3.** Email orders shall be accepted by the Contractor. Explain how your system will track and fulfill the order(s). The City is very interested in online ordering systems.
- 3.2.4.** If an item is received that is an incorrect size or style, the item shall be returned at the Contractor's expense. In your proposal indicate how returns are addressed and the time it will take to receive a correct clothing item.
- 3.3. Warranty:** Items provided as a result of this RFP shall be free of defect upon delivery. Defective items shall be replaced at no cost to the City. **All Screen Printed and Embroidered Logos shall be warrantied for at least two (2) years. If the screen printed or embroidered logo becomes faded, peels, or is defective within this time-frame, the garment shall be replaced by the contractor free of charge to the City.** The City shall educate its workforce on proper washing and drying practices upon receipt of such information from the awarded contractor(s).
- 3.4. Conflicts/Complaints:** It is the intent that the administration of the contract will be accomplished between the City's Contract Administrator and the provider(s). However, if a disagreement develops between the provider and the City's Contract Administrator, the Purchasing Representative noted on the front of this document shall be contacted to assist in resolution of any disagreements. Any contradiction or complaints should be directed to the Purchasing Representative in writing, with a copy mailed to Contract Administrator.
- 3.5. Quantity:** This Request for Proposals or subsequent contract shall not guarantee minimum or maximum order quantities. The City has attempted to provide the estimated first year

order quantities in Attachment A. Attachment A also displays the previous two-year issue quantities as well as quantities currently on hand. All numbers provided are approximate.

- 3.6. **Samples:** The City reserves the right to request sample items free of charge from the awarded vendor. Sample items shall not be screen printed and the City shall be responsible for shipping. The City shall be invoiced for all sample items not returned to the vendor within 30 days after contract expiration/termination. Requests for price increases must be substantiated by written documentation. Adjustments, if allowed, will not apply to any outstanding orders.
- 3.7. **Price:** Fees for all Work Clothing items shall be all-inclusive to include screen printing or embroidery of City Logo, delivery, and any other associated fees. Prices and fees shall remain firm for the entire contract period. If the contractor's cost or fees for items awarded are increased, the contractor may apply to the Contract Manager for a contract price review. No review shall be allowed prior to the end of the contract anniversary date. The Contract Manager must be notified in writing thirty (30) days prior to any price increase effective date.
- 3.8. **Delivery:** All items purchased (including samples and invoices) shall be delivered within two weeks of order placement, FOB Destination to the following address:

Stores Warehouse
333 West Avenue, Bldg C
Grand Junction, CO 81501

3.9. **RFP Tentative Time Schedule:**

| | |
|--|-----------------------------|
| Request for Proposal available | on or about June 21, 2019 |
| Inquiry deadline, <u>no questions after noon</u> this date | July 9, 2019 <u>at noon</u> |
| Addenda Issued by | July 12, 2019 |
| Submittal deadline for proposals | July 23, 2019 |
| City evaluation of proposals | July 24 – 29, 2019 |
| Final selection | week of July 29, 2019 |

3.10. **Questions Regarding Scope of Services:**

Susan Hyatt, Senior Buyer
susanh@gjcity.org

- 3.11. **Contract:** The initial contract period shall be twelve (12) months beginning upon the execution of a subsequent contract. The awarded contractor and the City agree that this Proposal or subsequent contract may, upon mutual agreement of the supplier and the City, be extended under the terms and conditions of the contract for up to three (3), one (1) year contract periods, contingent upon appropriation by the City Council and satisfaction of both parties.
- 3.12. It is the intent that the administration of the contract will be accomplished between the City's Contract Administrator and the provider(s). However, if a disagreement develops between the provider and the City's Contract Administrator, the Purchasing Representative noted on the front of this document shall be contacted to assist in resolution of any disagreements. Any contradiction or complaints should be directed to the Purchasing Representative in writing, with a copy mailed to Contract Administrator.

- 3.13. Quantity:** This Request for Proposals or subsequent contract shall not guarantee minimum or maximum order quantities. The City has attempted to provide the estimated first year order quantities in Attachment A. Attachment A also displays the previous two-year issue quantities as well as quantities currently on hand. All numbers provided are approximate.
- 3.14. Samples:** The City reserves the right to request sample items free of charge from the awarded vendor. Sample items shall not be screen printed and the City shall be responsible for shipping. The City shall be invoiced for all sample items not returned to the vendor within 30 days after contract expiration/termination. Requests for price increases must be substantiated by written documentation. Adjustments, if allowed, will not apply to any outstanding orders.
- 3.15. Price:** Fees for all Work Clothing items shall be all-inclusive to include screen printing or embroidery of City Logo, delivery, and any other associated fees. Prices and fees shall remain firm for the entire contract period. If the contractor's cost or fees for items awarded are increased, the contractor may apply to the Contract Manager for a contract price review. No review shall be allowed prior to the end of the contract anniversary date. The Contract Manager must be notified in writing thirty (30) days prior to any price increase effective date.

SECTION 4.0: SPECIFICATIONS

- 4.1. General/Background:** The City of Grand Junction Clothing program applies to approximately 300 City employees. The City of Grand Junction currently orders and stocks a minimum supply of most items for the convenience of employees who utilize the program. It is expected that the City will place 2-3 separate orders each year. This number may increase or decrease based on demand.
- 4.2. Specifications/Scope of Services:** The intent of this specification is to delineate the minimum requirements that will be accepted from Contractors/Vendors/Manufacturers that furnish City of Grand Junction Work Clothing Upper Garments. It is the intent of the City to Award contract(s) by Category, although the City reserves the right to make award(s) in the best interest of the City.

High Visibility: All safety green items must be compliant with ANSI/ISEA 107 high visibility standards for background color.

4.2.1. CATEGORY ONE:

WORK SHIRT, all season.

Scope: The intent of this specification is to delineate the **minimum requirements** that will be accepted from vendors/manufacturers that furnish City of Grand Junction work shirts.

- **Sleeves:** Long sleeves with vented slot one button cuffs or short sleeves (as specified at time of order).
- **Fabric:** Machine washable 65% polyester, 35% cotton blend, permanent press.
- **Pockets:** One or two per manufacturer. All pockets must be bartacked.
- **Style:** Full cut with tails and plain or placket front closure.
- **Collar:** Lined or banded collar with permanent stays or button down style.
- **Buttons:** Minimum of five (5), plus stainless steel snap or additional button for collar (not including pocket buttons if manufacturer provides). All buttons to be heavy duty commercial grade.

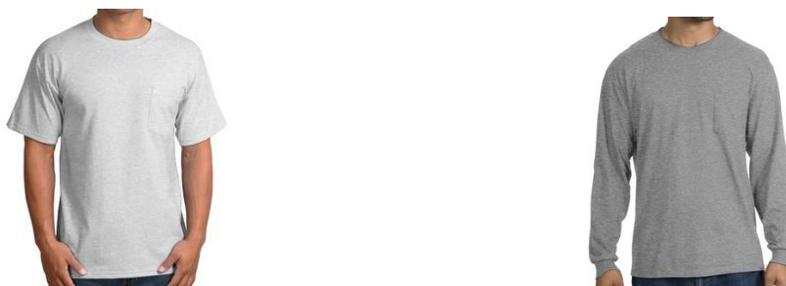
- **Color:** Must be available in the following colors:
 - High Visibility Safety Green
 - Athletic Heather. Grey if not available.
 - Navy Blue
- **Sizes:** Must be available in men's and women's sizes from small to XXXL.
- **Logo:** See Section 4.2.5.



TEE SHIRTS

Scope: The intent of this specification is to delineate the **minimum requirements** that will be accepted from vendors/manufacturers that furnish City of Grand Junction tee shirts.

- **Sleeves:** Short sleeves with double stitched hems or long sleeves with ribbed cuffs.
- **Fabric:** Minimum 5.3 oz. Pre-shrunk, 100% heavy cotton jersey.
- **Style:** Pullover, crew neck, full cut tee shirt with pocket and double stitched bottom hem.
- **Pockets:** Styles shall include one pocket. All pockets must be bartacked
- **Color:** Must be available in the following colors:
 - High visibility safety green
 - Athletic Heather. Grey if not available.
 - Navy Blue
- **Sizes:** Must be available in men's and women's sizes from small to XXXL.
- **Logo:** See Section 4.2.5



POLO/SPORT SHIRT

Scope: The intent of this specification is to delineate the **minimum requirements** that will be accepted from vendors/manufacturers that furnish City of Grand Junction sport shirts.

- **Sleeves:** Long or short sleeves with welt or ribbed sleeve bands.
- **Fabric:** Pique knit or jersey 50/50 poly/cotton.
- **Pockets:** Styles shall include one pocket. All pockets must be bartacked
- **Style:** Traditional golf style, pull over with two or three-button placket.
- **Collar:** Contoured knit or welt collar.
- **Color:** Must be available in the following colors:
 - High visibility safety green

- Athletic Heather. Grey if not available.
- Navy Blue
- **Sizes:** Must be available in men and women's sizes from small to XXXL.
- **Logo:** Logo shall be embroidered. See Section 4.2.5



DRESS SHIRT

Scope: The intent of this specification is to delineate the **minimum requirements** that will be accepted from vendors/manufacturers that furnish City of Grand Junction dress shirt.

- **Sleeves:** Long sleeves with button-through sleeve plackets or short sleeve hemmed.
- **Fabric:** 100% two-ply cotton to retain look without ironing.
- **Pockets:** One or two Patch pockets per manufacturer. All pockets must be bartacked.
- **Style:** Full cut with tails, two back pleats and plain or placket front closure.
- **Collar:** Lined or banded collar with button-down collar.
- **Color:** Must be available in a neutral color. Specify color on Response Form
- **Sizes:** Must be available in men's and women's sizes from small to XXXL.
- **Logo:** See Section 4.2.5.



SWEATSHIRTS

Scope: The intent of this specification is to delineate the **minimum requirements** that will be accepted from vendors/manufacturers that furnish City of Grand Junction sweat shirts.

- **Sleeves:** Long sleeved with ribbed cuffs.
- **Fabric:** Minimum 7.5 oz. Pre-shrunk, 50/50 cotton/poly blend.
- **Style:** Pullover, crew neck, full cut sweatshirt with ribbed collar, cuffs and waistband.
- **Color:** Must be available in the following colors:
 - High visibility Safety Green
 - Athletic Heather. Grey if not available.
 - Navy Blue
- **Sizes:** Must be available in men's and women's sizes from small to XXXL.
- **Logo:** See Section 4.2.5



PULLOVER HOODED SWEATSHIRTS

Scope: The intent of this specification is to delineate the **minimum requirements** that will be accepted from vendors/manufacturers that furnish City of Grand Junction pullover hooded sweat shirts.

- **Sleeves:** Long sleeved with ribbed cuffs.
- **Fabric:** Minimum 9.0 oz. Pre-shrunk, 50/50 cotton/poly blend.
- **Pockets:** Two front muff style pockets.
- **Hood:** Double lined hood with matching drawstring and metal grommets.
- **Style:** Pullover hooded sweatshirt with ribbed cuffs and waistband.
- **Color:** Shall be available in the following colors:
 - High visibility safety green
 - Athletic Heather. Grey if not available.
 - Navy Blue
- **Sizes:** Must be available in men's and women's sizes from small to XXXL.
- **Logo:** See Section 4.2.5



INSULATED HOODED SWEATSHIRTS

Scope: The intent of this specification is to delineate the **minimum requirements** that will be accepted from vendors/manufacturers that furnish City of Grand Junction insulated hooded sweat shirts.

- **Sleeves:** Long sleeved with ribbed cuffs.
Quilted or waffle weave sleeve lining
- **Fabric:** Heavy duty cotton polyester hooded sweatshirt with waffle weave insulation.
- Shell minimum is 80% cotton, 20% polyester
- Lining is 65% Polyester, 35% cotton
- **Pockets:** Two front muff style pockets.
- **Hood:** Double lined hood with matching drawstring and metal grommets.
- **Style:** Full metal zipper front, full cut sweatshirt with ribbed cuffs and waistband. **Zipper and zipper track shall be metal.**

- **Color:** Shall be available in the following colors:
 - High visibility safety green
 - Athletic Heather. Grey if not available.
 - Navy Blue
- **Sizes:** Must be available in men's and women's sizes from small to XXXL.
- **Logo:** See Section 4.2.5



4.2.2. CATEGORY TWO:

WINTER COAT

Scope: The intent of this specification is to delineate the **minimum requirements** that will be accepted from vendors/manufacturers that furnish City of Grand Junction winter coat.

- **Sleeves:** Long sleeves with two button adjustable or ribbed cuffs.
- **Fabric:** 12 oz. Heavy weight, breathable, waterproof or water repellent, woven polyester or canvas outer shell with blanket or quilted zip-in lining. Class 3A reflective stripes on outer shell.
- **Pockets:** Two (2) or more patch pockets with button or snap flap and one (1) inside safety pocket.
- **Style:** Inner Zip and outer snap front coat with collar and top collar snaps for hood; metal rivets at vital stress points. **Zipper and zipper track shall be metal.**
- **Buttons:** Metal snaps on outside of zipper front and snaps on each adjustable cuff and a minimum of one metal pocket flap button.
- **Color:** High Visibility Safety Green/Black or Navy.
- **Sizes:** Must be available in sizes from small to XXXL. If pricing is higher for specific sizes, it must be so noted on the pricing submittal sheet.
- **Logo:** See Section 4.2.5



SEMI-FORMAL WINTER JACKET

Scope: The intent of this specification is to delineate the **minimum requirements** that will be accepted from vendors/manufacturers that furnish City of Grand Junction semi-formal winter jacket.

- **Sleeves:** Long sleeves with two button adjustable or ribbed cuffs.

- **Fabric:** 100% poly bonded with blended poly interlock soft shell or equivalent to maintain a crisp look.
- **Pockets:** Two (2) slash pockets and optional one (1) inside safety pocket.
- **Style:** Zip front coat with collar. **Zipper and zipper track shall be metal.**
- **Color:** Black.
- **Sizes:** Must be available in sizes from small to XXXL. If pricing is higher for specific sizes, it must be so noted on the pricing submittal sheet.
- **Logo:** Logo shall be embroidered white. See Section 4.2.5.



4.2.3. CITY LOGO

Scope: City of Grand Junction logo will be screen printed, unless otherwise noted in the Category Section(s), on the **left chest of all upper garments** in a **contrasting color**. Logo shall be approximately 4-1/2" x 1" or appropriate size for each garment. Electronic file of logo will be provided to the awarded vendor(s). Logo shall be **screen printed** in black on safety green and gray colors, and shall be printed in white on black and navy blue colors.

The following information is regarding the City of Grand Junction Graphic Standards:

Logo

The two rivers logo was adopted by the City Council in May of 2004. The two blue curves – representing the Colorado and Gunnison Rivers – symbolize the core characteristics of the organization – unity, the coming together of ideas and people working as one, toward one common objective.

Purpose

As a key identifier and brand for the City of Grand Junction, the logo must be used consistently and correctly in order to perform its function, and properly represent the integrity of the City. Ultimately, all applications from letterhead to signage will display the logo accurately.

Trademark

The logo is a registered Federal trademark and can be used only with express, written permission of the City of Grand Junction.



Colors

For purposes of this contract, all printing will be in black or white, depending on the color of the garment.

Font

The primary font for all support materials for the Grand Junction identity is Garamond. This font should be used for all text that directly supports the logo. For text in memos and letters, Times New Roman or Arial should be used.

The font used for the logotype is Dragon Bold. The actual logo graphic (provided in .JPG, .TIF, .EPS formats) should be used in all cases. Any attempts at recreating the logo or making alterations or additions must be avoided.

Garamond Font:

abcdefghijklmnopqrstuvwxyz 1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890

Garamond Bold:

abcdefghijklmnopqrstuvwxyz 1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890

Garamond Italic:

abcdefghijklmnopqrstuvwxyz 1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890

Usage Guidelines

The Grand Junction logo must be surrounded by a minimum amount of clear space to prevent it from becoming crowded by other typographic and design elements. The required clear space is measured by the height of the 'n' in the logotype.

Unacceptable usages of the logo include: placing the logo within another shape or element, adding drop shadows or other graphic treatments, adding outlined or other dimensional treatments, rotating the logo, separating the logo elements or altering the proportions of the logo.

Reproduction of the logo should always begin with the high-resolution digital file. It should not be reproduced by scanning, tracing or other attempts at recreating the logo. It should also never be incorporated typographically into a headline or body of copy, nor repeated as a "wallpaper" background.



SECTION 5.0: PREPARATION AND SUBMITTAL OF PROPOSALS

- 5.1 **Submission:** Each proposal shall be submitted in electronic format only through the BidNet Colorado website (www.bidnetdirect.com/colorado). This site offers both “free” and “paying” registration options that allow for full access of the City’s documents and for electronic submission of proposals. (Note: “free” registration may take up to 24 hours to process. Please Plan accordingly.) The uploaded response shall be a single PDF document with all required information included. (Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline. **800-835-4603**) For proper comparison and evaluation, the City requests that proposals be formatted as directed in Section 5.0 “Preparation and Submittal of Proposals.” Offerors are required to indicate their interest in this Project, show their specific experience and address their capability to perform the Scope of Services in the Time Schedule as set forth herein. For proper comparison and evaluation, the City requires that proposals be formatted **A** to **F**.
- A. Cover Letter:** Cover letter shall be provided which explains the Firm’s interest in the project. The letter shall contain the name/address/phone number of the person who will serve as the firm's principal contact person with City’s Contract Administrator and shall identify individual(s) who will be authorized to make presentations on behalf of the firm. The statement shall bear the signature of the person having proper authority to make formal commitments on behalf of the firm. By submitting a response to this solicitation the Contractor agrees to all requirements herein.
- B. Qualifications/Experience/Credentials:** Proposers shall provide their qualifications for consideration as a contract provider to the City of Grand Junction/Mesa County and include prior experience in similar projects.
- C. Strategy and Implementation Plan:** Describe your (the firm’s) interpretation of the City’s objectives with regard to this RFP. Describe the proposed strategy and/or plan for achieving the objectives of this RFP. The Firm may utilize a written narrative or any other printed technique to demonstrate his/her ability to satisfy the Scope of Services. The narrative should describe a logical progression of tasks and efforts starting with the initial steps or tasks to be accomplished and continuing until all proposed tasks are fully described and the RFP objectives are accomplished. Include an explanation of how your system will track and fulfill the order(s) as well as how returns are addressed and the time it will take to receive a correct clothing item.
- D. References:** A minimum of three (3) **references** with their names, addresses and telephone numbers that can attest to your experience in projects of similar scope and size.
- E. Fee Proposal:** Provide a complete list of costs using Solicitation Response Form found in Section 7.
- F. Additional Data (optional):** Provide any additional information that will aid in evaluation of your qualifications with respect to this project.

SECTION 6.0: EVALUATION CRITERIA AND FACTORS

6.1 Evaluation: An evaluation team shall review all responses and select the proposal or proposals that best demonstrate the capability in all aspects to perform the scope of services and possess the integrity and reliability that will ensure good faith performance.

6.2 Intent: Only respondents who meet the qualification criteria will be considered. Therefore, it is imperative that the submitted proposal clearly indicate the firm's ability to provide the services described herein.

Submittal evaluations will be done in accordance with the criteria and procedure defined herein. The City reserves the right to reject any and all Statements. The following parameters will be used to evaluate the submittals (in no particular order of priority):

- Responsiveness of submittal to the RFP
- Experience and Established Business
- Necessary resources
- Delivery Time
- References
- Fees
- Ordering and Shipping Procedures/System

The City will undertake negotiations with the top rated firm and will not negotiate with lower rated firms unless negotiations with higher rated firms have been unsuccessful and terminated.

6.3 Oral Interviews: The City may invite the most qualified rated proposers to participate in oral interviews.

6.4 Award: Firms shall be ranked or disqualified based on the criteria listed in Section 6.2. The City reserves the right to consider all of the information submitted and/or oral presentations, if required, in selecting the project Contractor. It is the intent of the City to Award based on Categories, although the City reserves the right to award items in the best interest of the City of Grand Junction.

SECTION 7.0: SOLICITATION RESPONSE FORM
RFP 3990-15-NJ “Work Clothing”

Offeror must submit entire Form completed, dated and signed.

- 1) **Total cost to provide all material, screen printing, supplies, shipping and handling etc. necessary per specifications:**

| <u>CATEGORY ONE</u> | | | | |
|----------------------------|--|----------------------------------|---------------------------------|----------------------------------|
| | <u>ITEM</u> | <u>PRICE/item</u> <u>S-XL</u> | <u>PRICE/item</u> <u>XXL</u> | <u>PRICE/item</u> <u>XXXL</u> |
| 1 | Work Shirt Short Sleeve – Safety Green State Brand: _____ | | | |
| 2 | Work Shirt Short Sleeve – Grey State Brand: _____ | | | |
| 3 | Work Shirt Short Sleeve – Navy Blue State Brand: _____ | | | |
| 4 | Work Shirt Long Sleeve – Safety Green State Brand: _____ | | | |
| 5 | Work Shirt Long Sleeve – Grey State Brand: _____ | | | |
| 6 | Work Shirt Long Sleeve – Navy Blue State Brand: _____ | | | |
| 7 | T-Shirt Short Sleeve – Safety Green State Brand: _____ | | | |
| 8 | T-Shirt Short Sleeve – Grey State Brand: _____ | | | |
| 9 | T-Shirt Short Sleeve – Navy Blue State Brand: _____ | | | |
| 10 | T-Shirt Long Sleeve – Safety Green State Brand: _____ | | | |
| 11 | T-Shirt Long Sleeve – Grey State Brand: _____ | | | |
| 12 | T-Shirt Long Sleeve – Navy Blue State Brand: _____ | | | |
| 13 | Polo Shirt Short Sleeve – Safety Green State Brand: _____ | | | |

| | | | | |
|----------------------------|--|--|---|--|
| 14 | Polo Shirt Short Sleeve – Grey State Brand: _____ | | | |
| 15 | Polo Shirt Short Sleeve – Navy Blue State Brand: _____ | | | |
| 16 | Polo Shirt Long Sleeve – Safety Green State Brand: _____ | | | |
| 17 | Polo Shirt Long Sleeve – Grey State Brand: _____ | | | |
| 18 | Polo Shirt Long Sleeve – Navy Blue State Brand: _____ | | | |
| 19 | Dress Shirt – State Color: _____ State Brand: _____ | | | |
| 21 | Sweatshirt – Safety Green State Brand: _____ | | | |
| 21 | Sweatshirt – Grey State Brand: _____ | | | |
| 22 | Sweatshirt – Navy Blue State Brand: _____ | | | |
| 23 | Pullover Hooded Sweatshirt – Safety Green State Brand: _____ | | | |
| 24 | Pullover Hooded Sweatshirt – Grey State Brand: _____ | | | |
| 25 | Pullover Hooded Sweatshirt – Navy Blue State Brand: _____ | | | |
| 26 | Insulated Hooded Sweatshirt – Safety Green State Brand: _____ | | | |
| 27 | Insulated Hooded Sweatshirt – Grey State Brand: _____ | | | |
| 28 | Insulated Hooded Sweatshirt – Navy Blue State Brand: _____ | | | |
| <u>CATEGORY TWO</u> | | | | |
| | <u>ITEM</u> | <u>PRICE/item</u> <u>S-XL</u> | <u>PRICE/item</u> <u>XXL</u> | <u>PRICE/item</u> <u>XXXL</u> |
| 29 | Winter Coat State Brand: _____ | | | |
| 30 | Semi-Formal Winter Jacket State Brand: _____ | | | |

The City reserves the right to accept any portion of the work to be performed at its discretion

Bid Date: _____

Bidding Company: _____

Name of Authorized Agent: _____

Email _____

Telephone _____ **Address** _____

City _____ **State** _____ **Zip** _____

RECEIPT OF ADDENDA: the undersigned Contractor acknowledges receipt of Addenda to the Solicitation, Specifications, and other Contract Documents.

State number of Addenda received: _____.

[It is the responsibility of the Proposer to ensure all Addenda have been received and acknowledged.](#)

The City reserves the right to accept any portion of the work to be performed at its discretion

The undersigned has thoroughly examined the entire Request for Proposals and therefore submits the proposal and schedule of fees and services attached hereto.

This offer is firm and irrevocable for sixty (60) days after the time and date set for receipt of proposals.

The undersigned Offeror agrees to provide services and products in accordance with the terms and conditions contained in this Request for Proposal and as described in the Offeror's proposal attached hereto; as accepted by the City.

Prices in the proposal have not knowingly been disclosed with another provider and will not be prior to award.

- Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- The individual signing this proposal certifies that he/she is a legal agent of the offeror, authorized to represent the offeror and is legally responsible for the offer with regard to supporting documentation and prices provided.
- Direct purchases by the City are tax exempt from Colorado Sales or Use Tax. Tax exempt No. 98-903544. The undersigned certifies that no Federal, State, County or Municipal tax will be added to the above quoted prices.

Attachment A

Past Two Year Quantities Issued and Projected Purchase Amounts

| COGJ Item - Description | 2017 Issues | 2018 Issues | Total 2YR Issues | Quantity On Hand | Order Quantity |
|--|----------------|----------------|------------------------|------------------------|-------------------|
| 671112 - WORK SHIRT, LNG SLV, BTNS, SFTY GRN, SM | 0 | 0 | 0 | 5 | |
| 671113 - WORK SHIRT, LNG SLV, BTNS, SFTY GRN, MD | 4 | 4 | 8 | 9 | |
| 671114 - WORK SHIRT, LNG SLV, BTNS, SFTY GRN, LG | 0 | 1 | 1 | 11 | |
| 671115 - WORK SHIRT, LNG SLV, BTNS, SFTY GRN, XL | 5 | 2 | 7 | 18 | |
| 671116 - WORK SHIRT, LNG SLV, BTNS, SFTY GRN, 2X TALL | 4 | 2 | 6 | 7 | |
| 671117 - WORK SHIRT, LNG SLV, BTNS, SFTY GRN, 3X TALL | 3 | 5 | 8 | 15 | |
| 671132 - WORK SHIRT, LNG SLV, BTNS, GREY, SM | 0 | 0 | 0 | 4 | |
| 671133 - WORK SHIRT, LNG SLV, BTNS, GREY, MD | 0 | 0 | 0 | 8 | |
| 671134 - WORK SHIRT, LNG SLV, BTNS, GREY, LG | 1 | 0 | 1 | 5 | |
| 671135 - WORK SHIRT, LNG SLV, BTNS, GREY, XL | 0 | 1 | 1 | 15 | |
| 671136 - WORK SHIRT, LNG SLV, BTNS, GREY, 2X TALL | 2 | 0 | 2 | 6 | |
| 671137 - WORK SHIRT, LNG SLV, BTNS, GREY, 3X TALL | 0 | 0 | 0 | 6 | |
| 671152 - WORK SHIRT, LNG SLV, BTNS, NAVY BLUE, SM | 0 | 0 | 0 | 4 | |
| 671153 - WORK SHIRT, LNG SLV, BTNS, NAVY BLUE, MD | 0 | 0 | 0 | 3 | |
| 671154 - WORK SHIRT, LNG SLV, BTNS, NAVY BLUE, LG | 0 | 5 | 5 | 7 | |
| 671155 - WORK SHIRT, LNG SLV, BTNS, NAVY BLUE, XL | 2 | 0 | 2 | 6 | |
| 671156 - WORK SHIRT, LNG SLV, BTNS, NAVY BLUE, 2X TALL | 2 | 2 | 4 | 10 | |
| 671157 - WORK SHIRT, LNG SLV, BTNS, NAVY BLUE, 3X TALL | 0 | 12 | 12 | 3 | 10 |

| | | | | | |
|--|----|----|----|----|----|
| 671312 - WORK SHIRT, SHT SLV, BTNS, SFTY GRN, SM | 0 | 0 | 0 | 4 | |
| 671313 - WORK SHIRT, SHT SLV, BTNS, SFTY GRN, MD | 0 | 0 | 0 | 15 | |
| 671314 - WORK SHIRT, SHT SLV, BTNS, SFTY GRN, LG | 0 | 0 | 0 | 9 | |
| 671315 - WORK SHIRT, SHT SLV, BTNS, SFTY GRN, XL | 7 | 7 | 14 | 13 | 2 |
| 671316 - WORK SHIRT, SHT SLV, BTNS, SFTY GRN, 2X TALL | 2 | 4 | 6 | 4 | 2 |
| 671317 - WORK SHIRT, SHT SLV, BTNS, SFTY GRN, 3X TALL | 0 | 0 | 0 | 17 | |
| 671332 - WORK SHIRT, SHT SLV, BTNS, GREY, SM | 0 | 0 | 0 | 4 | |
| 671333 - WORK SHIRT, SHT SLV, BTNS, GREY, MD | 0 | 2 | 2 | 8 | |
| 671334 - WORK SHIRT, SHT SLV, BTNS, GREY, LG | 3 | 0 | 3 | 11 | |
| 671335 - WORK SHIRT, SHT SLV, BTNS, GREY, XL | 5 | 5 | 10 | 11 | |
| 671336 - WORK SHIRT, SHT SLV, BTNS, GREY, 2X TALL | 7 | 3 | 10 | 10 | 2 |
| 671337 - WORK SHIRT, SHT SLV, BTNS, GREY, 3X TALL | 0 | 0 | 0 | 5 | |
| 671352 - WORK SHIRT, SHT SLV, BTNS, NAVY BLUE, SM | 0 | 0 | 0 | 4 | |
| 671353 - WORK SHIRT, SHT SLV, BTNS, NAVY BLUE, MD | 0 | 7 | 7 | 5 | 2 |
| 671354 - WORK SHIRT, SHT SLV, BTNS, NAVY BLUE, LG | 0 | 3 | 3 | 7 | |
| 671355 - WORK SHIRT, SHT SLV, BTNS, NAVY BLUE, XL | 3 | 4 | 7 | 14 | |
| 671356 - WORK SHIRT, SHT SLV, BTNS, NAVY BLUE, 2X TALL | 3 | 2 | 5 | 9 | |
| 671357 - WORK SHIRT, SHT SLV, BTNS, NAVY BLUE, 3X TALL | 0 | 0 | 0 | 6 | |
| 672312 - T SHIRT, LNG SLV, SFTY GRN, SM | 0 | 1 | 1 | 5 | |
| 672313 - T SHIRT, LNG SLV, SFTY GRN, MD | 5 | 7 | 12 | 19 | |
| 672314 - T SHIRT, LNG SLV, SFTY GRN, LG | 37 | 45 | 82 | 44 | 44 |
| 672315 - T SHIRT, LNG SLV, SFTY GRN, XL | 53 | 40 | 93 | 65 | 33 |

| | | | | | |
|--|-----|-----|-----|-----|----|
| 672316 - T SHIRT, LNG SLV, SFTY GRN, 2X | 20 | 20 | 40 | 11 | 32 |
| 672317 - T SHIRT, LNG SLV, SFTY GRN, 3X | 6 | 5 | 11 | 20 | |
| 672332 - T SHIRT, LNG SLV, GREY, SM | 0 | 0 | 0 | 2 | |
| 672333 - T SHIRT, LNG SLV, GREY, MD | 3 | 2 | 5 | 9 | |
| 672334 - T SHIRT, LNG SLV, GREY, LG | 6 | 12 | 18 | 8 | 11 |
| 672335 - T SHIRT, LNG SLV, GREY, XL | 4 | 7 | 11 | 8 | 3 |
| 672336 - T SHIRT, LNG SLV, GREY, 2X | 3 | 5 | 8 | 8 | 2 |
| 672337 - T SHIRT, LNG SLV, GREY, 3X | 7 | 4 | 11 | 12 | |
| 672352 - T SHIRT, LNG SLV, NAVY BLUE, SM | 2 | 1 | 3 | 0 | 5 |
| 672353 - T SHIRT, LNG SLV, NAVY BLUE, MD | 9 | 4 | 13 | 7 | 7 |
| 672354 - T SHIRT, LNG SLV, NAVY BLUE, LG | 29 | 17 | 46 | 16 | 33 |
| 672355 - T SHIRT, LNG SLV, NAVY BLUE, XL | 3 | 29 | 32 | 8 | 26 |
| 672356 - T SHIRT, LNG SLV, NAVY BLUE, 2X | 8 | 3 | 11 | 10 | 2 |
| 672357 - T SHIRT, LNG SLV, NAVY BLUE, 3X | 4 | 3 | 7 | 13 | |
| 672512 - T SHIRT, SHT SLV, SFTY GRN, SM | 4 | 10 | 14 | 11 | 3 |
| 672513 - T SHIRT, SHT SLV, SFTY GRN, MD | 25 | 21 | 46 | 41 | 6 |
| 672514 - T SHIRT, SHT SLV, SFTY GRN, LG | 35 | 58 | 93 | 56 | 46 |
| 672515 - T SHIRT, SHT SLV, SFTY GRN, XL | 111 | 132 | 243 | 184 | 68 |
| 672516 - T SHIRT, SHT SLV, SFTY GRN, 2X | 46 | 44 | 90 | 60 | 33 |
| 672517 - T SHIRT, SHT SLV, SFTY GRN, 3X | 13 | 7 | 20 | 38 | |
| 672532 - T SHIRT, SHT SLV, GREY, SM | 0 | 3 | 3 | 0 | 9 |
| 672533 - T SHIRT, SHT SLV, GREY, MD | 8 | 8 | 16 | 13 | 3 |
| 672534 - T SHIRT, SHT SLV, GREY, LG | 26 | 39 | 65 | 35 | 33 |
| 672535 - T SHIRT, SHT SLV, GREY, XL | 31 | 36 | 67 | 47 | 22 |
| 672536 - T SHIRT, SHT SLV, GREY, 2X | 10 | 17 | 27 | 25 | 2 |
| 672537 - T SHIRT, SHT SLV, GREY, 3X | 4 | 2 | 6 | 7 | |
| 672552 - T SHIRT, SHT SLV, NAVY BLUE, SM | 7 | 2 | 9 | 0 | 12 |
| 672553 - T SHIRT, SHT SLV, NAVY BLUE, MD | 21 | 19 | 40 | 22 | 20 |

| | | | | | |
|---|----|----|----|----|----|
| 672554 - T SHIRT, SHT SLV, NAVY BLUE, LG | 44 | 30 | 74 | 48 | 29 |
| 672555 - T SHIRT, SHT SLV, NAVY BLUE, XL | 19 | 31 | 50 | 24 | 29 |
| 672556 - T SHIRT, SHT SLV, NAVY BLUE, 2X | 21 | 18 | 39 | 33 | 7 |
| 672557 - T SHIRT, SHT SLV, NAVY BLUE, 3X | 17 | 14 | 31 | 28 | 3 |
| 673030 - DRESS SHIRT, LNG SLV, BTNS, SM, (N/S) | 0 | 0 | 0 | 0 | |
| 673033 - DRESS SHIRT, LNG SLV, BTNS, MD, (N/S) | 0 | 0 | 0 | 1 | |
| 673036 - DRESS SHIRT, LNG SLV, BTNS, LG, (N/S) | 0 | 1 | 1 | 1 | 2 |
| 673039 - DRESS SHIRT, LNG SLV, BTNS, XL, (N/S) | 0 | 0 | 0 | 2 | |
| 673042 - DRESS SHIRT, LNG SLV, BTNS, 2X, (N/S) | 0 | 0 | 0 | 2 | |
| 673045 - DRESS SHIRT, LNG SLV, BTNS, 3X, (N/S) | 0 | 0 | 0 | 0 | |
| 673062 - DRESS SHIRT, SHT SLV, BTNS, SM, (N/S) | 0 | 0 | 0 | 0 | |
| 673065 - DRESS SHIRT, SHT SLV, BTNS, MD, (N/S) | 0 | 0 | 0 | 1 | |
| 673068 - DRESS SHIRT, SHT SLV, BTNS, LG, (N/S) | 0 | 1 | 1 | 1 | 2 |
| 673071 - DRESS SHIRT, SHT SLV, BTNS, XL, (N/S) | 0 | 0 | 0 | 2 | |
| 673074 - DRESS SHIRT, SHT SLV, BTNS, 2X, (N/S) | 0 | 0 | 0 | 2 | |
| 673077 - DRESS SHIRT, SHT SLV, BTNS, 3X, (N/S) | 0 | 0 | 0 | 0 | |
| 673412 - POLO SHIRT, LNG SLV, SFTY GRN, SM, (N/S) | 0 | 0 | 0 | 2 | |
| 673413 - POLO SHIRT, LNG SLV, SFTY GRN, MD, (N/S) | 0 | 0 | 0 | 8 | |
| 673414 - POLO SHIRT, LNG SLV, SFTY GRN, LG, (N/S) | 0 | 0 | 0 | 6 | |
| 673415 - POLO SHIRT, LNG SLV, SFTY GRN, XL, (N/S) | 0 | 3 | 3 | 7 | |
| 673416 - POLO SHIRT, LNG SLV, SFTY GRN, 2X, (N/S) | 0 | 2 | 2 | 4 | |
| 673417 - POLO SHIRT, LNG SLV, SFTY GRN, 3X, (N/S) | 0 | 0 | 0 | 4 | |

| | | | | | |
|--|---|---|----|----|---|
| 673432 - POLO SHIRT, LNG SLV, GREY, SM, (N/S) | 0 | 0 | 0 | 0 | |
| 673433 - POLO SHIRT, LNG SLV, GREY, MD, (N/S) | 0 | 0 | 0 | 0 | |
| 673434 - POLO SHIRT, LNG SLV, GREY, LG, (N/S) | 1 | 0 | 1 | 0 | 0 |
| 673435 - POLO SHIRT, LNG SLV, GREY, XL, (N/S) | 0 | 0 | 0 | 0 | |
| 673436 - POLO SHIRT, LNG SLV, GREY, 2X, (N/S) | 0 | 0 | 0 | 0 | |
| 673437 - POLO SHIRT, LNG SLV, GREY, 3X, (N/S) | 0 | 0 | 0 | 0 | |
| 673452 - POLO SHIRT, LNG SLV, NAVY BLUE, SM, (N/S) | 0 | 0 | 0 | 0 | |
| 673453 - POLO SHIRT, LNG SLV, NAVY BLUE, MD, (N/S) | 0 | 0 | 0 | 0 | |
| 673454 - POLO SHIRT, LNG SLV, NAVY BLUE, LG, (N/S) | 0 | 0 | 0 | 0 | |
| 673455 - POLO SHIRT, LNG SLV, NAVY BLUE, XL, (N/S) | 0 | 0 | 0 | 0 | |
| 673456 - POLO SHIRT, LNG SLV, NAVY BLUE, 2X, (N/S) | 0 | 0 | 0 | 0 | |
| 673457 - POLO SHIRT, LNG SLV, NAVY BLUE, 3X, (N/S) | 0 | 0 | 0 | 0 | |
| 673612 - POLO SHIRT, SHT SLV, SFTY GRN, SM | 0 | 0 | 0 | 0 | |
| 673613 - POLO SHIRT, SHT SLV, SFTY GRN, MD | 0 | 0 | 0 | 0 | |
| 673614 - POLO SHIRT, SHT SLV, SFTY GRN, LG | 0 | 0 | 0 | 0 | |
| 673615 - POLO SHIRT, SHT SLV, SFTY GRN, XL | 0 | 3 | 3 | 0 | 0 |
| 673616 - POLO SHIRT, SHT SLV, SFTY GRN, 2X | 0 | 0 | 0 | 0 | |
| 673617 - POLO SHIRT, SHT SLV, SFTY GRN, 3X | 0 | 0 | 0 | 0 | |
| 673632 - POLO SHIRT, SHT SLV, GREY, SM | 0 | 0 | 0 | 5 | |
| 673633 - POLO SHIRT, SHT SLV, GREY, MD | 1 | 0 | 1 | 22 | |
| 673634 - POLO SHIRT, SHT SLV, GREY, LG | 2 | 3 | 5 | 45 | |
| 673635 - POLO SHIRT, SHT SLV, GREY, XL | 8 | 3 | 11 | 13 | |

| | | | | | |
|---|---|---|----|----|---|
| 673636 - POLO SHIRT, SHT SLV, GREY, 2X | 1 | 0 | 1 | 6 | |
| 673637 - POLO SHIRT, SHT SLV, GREY, 3X | 0 | 0 | 0 | 7 | |
| 673652 - POLO SHIRT, SHT SLV, NAVY BLUE, SM | 0 | 2 | 2 | 4 | |
| 673653 - POLO SHIRT, SHT SLV, NAVY BLUE, MD | 3 | 0 | 3 | 5 | |
| 673654 - POLO SHIRT, SHT SLV, NAVY BLUE, LG | 3 | 0 | 3 | 9 | |
| 673655 - POLO SHIRT, SHT SLV, NAVY BLUE, XL | 5 | 2 | 7 | 12 | |
| 673656 - POLO SHIRT, SHT SLV, NAVY BLUE, 2X | 1 | 0 | 1 | 5 | |
| 673657 - POLO SHIRT, SHT SLV, NAVY BLUE, 3X | 0 | 0 | 0 | 5 | |
| 674212 - SWEAT SHIRT, CREW, SFTY GRN, SM | 1 | 0 | 1 | 5 | |
| 674213 - SWEAT SHIRT, CREW, SFTY GRN, MD | 0 | 2 | 2 | 15 | |
| 674214 - SWEAT SHIRT, CREW, SFTY GRN, LG | 2 | 4 | 6 | 29 | |
| 674215 - SWEAT SHIRT, CREW, SFTY GRN, XL | 8 | 5 | 13 | 24 | |
| 674216 - SWEAT SHIRT, CREW, SFTY GRN, 2X | 2 | 5 | 7 | 5 | 2 |
| 674217 - SWEAT SHIRT, CREW, SFTY GRN, 3X | 0 | 0 | 0 | 13 | |
| 674232 - SWEAT SHIRT, CREW, GREY, SM | 0 | 0 | 0 | 3 | |
| 674233 - SWEAT SHIRT, CREW, GREY, MD | 0 | 1 | 1 | 4 | |
| 674234 - SWEAT SHIRT, CREW, GREY, LG | 2 | 1 | 3 | 10 | |
| 674235 - SWEAT SHIRT, CREW, GREY, XL | 2 | 2 | 4 | 11 | |
| 674236 - SWEAT SHIRT, CREW, GREY, 2X | 2 | 0 | 2 | 5 | |
| 674237 - SWEAT SHIRT, CREW, GREY, 3X | 0 | 0 | 0 | 5 | |
| 674252 - SWEAT SHIRT, CREW, NAVY BLUE, SM | 0 | 0 | 0 | 4 | |
| 674253 - SWEAT SHIRT, CREW, NAVY BLUE, MD | 0 | 0 | 0 | 6 | |

| | | | | | |
|---|----|----|----|----|----|
| 674254 - SWEAT SHIRT, CREW, NAVY BLUE, LG | 7 | 2 | 9 | 11 | |
| 674255 - SWEAT SHIRT, CREW, NAVY BLUE, XL | 3 | 7 | 10 | 8 | 2 |
| 674256 - SWEAT SHIRT, CREW, NAVY BLUE, 2X | 3 | 2 | 5 | 7 | |
| 674257 - SWEAT SHIRT, CREW, NAVY BLUE, 3X | 0 | 0 | 0 | 4 | |
| 674412 - SWEAT SHIRT, HOOD, INSUL, ZIP, SFTY GRN, SM | 0 | 0 | 0 | 5 | |
| 674413 - SWEAT SHIRT, HOOD, INSUL, ZIP, SFTY GRN, MD | 4 | 5 | 9 | 3 | 7 |
| 674414 - SWEAT SHIRT, HOOD, INSUL, ZIP, SFTY GRN, LG | 11 | 11 | 22 | 3 | 22 |
| 674415 - SWEAT SHIRT, HOOD, INSUL, ZIP, SFTY GRN, XL | 9 | 14 | 23 | 38 | |
| 674416 - SWEAT SHIRT, HOOD, INSUL, ZIP, SFTY GRN, 2X | 9 | 16 | 25 | 8 | 19 |
| 674417 - SWEAT SHIRT, HOOD, INSUL, ZIP, SFTY GRN, 3X | 2 | 0 | 2 | 15 | |
| 674432 - SWEAT SHIRT, HOOD, INSUL, ZIP, GREY, SM | 0 | 0 | 0 | 6 | |
| 674433 - SWEAT SHIRT, HOOD, INSUL, ZIP, GREY, MD | 3 | 0 | 3 | 7 | |
| 674434 - SWEAT SHIRT, HOOD, INSUL, ZIP, GREY, LG | 5 | 0 | 5 | 10 | |
| 674435 - SWEAT SHIRT, HOOD, INSUL, ZIP, GREY, XL | 2 | 5 | 7 | 10 | |
| 674436 - SWEAT SHIRT, HOOD, INSUL, ZIP, GREY, 2X | 1 | 0 | 1 | 10 | |
| 674437 - SWEAT SHIRT, HOOD, INSUL, ZIP, GREY, 3X | 1 | 2 | 3 | 4 | |
| 674452 - SWEAT SHIRT, HOOD, INSUL, ZIP, NAVY BLUE, SM | 0 | 0 | 0 | 4 | |
| 674453 - SWEAT SHIRT, HOOD, INSUL, ZIP, NAVY BLUE, MD | 0 | 3 | 3 | 3 | 2 |
| 674454 - SWEAT SHIRT, HOOD, INSUL, ZIP, NAVY BLUE, LG | 7 | 2 | 9 | 6 | 3 |
| 674455 - SWEAT SHIRT, HOOD, INSUL, ZIP, NAVY BLUE, XL | 4 | 4 | 8 | 3 | 6 |
| 674456 - SWEAT SHIRT, HOOD, INSUL, ZIP, NAVY BLUE, 2X | 8 | 2 | 10 | 9 | 2 |
| 674457 - SWEAT SHIRT, HOOD, INSUL, ZIP, NAVY BLUE, 3X | 0 | 2 | 2 | 3 | |

| | | | | | |
|--|----|----|----|----|---|
| 674612 - SWEAT SHIRT, PULL-OVER, HOOD, SFTY GRN, SM | 0 | 0 | 0 | 4 | |
| 674613 - SWEAT SHIRT, PULL-OVER, HOOD, SFTY GRN, MD | 0 | 2 | 2 | 4 | |
| 674614 - SWEAT SHIRT, PULL-OVER, HOOD, SFTY GRN, LG | 5 | 12 | 17 | 24 | |
| 674615 - SWEAT SHIRT, PULL-OVER, HOOD, SFTY GRN, XL | 14 | 19 | 33 | 25 | 9 |
| 674616 - SWEAT SHIRT, PULL-OVER, HOOD, SFTY GRN, 2X | 9 | 5 | 14 | 12 | 2 |
| 674617 - SWEAT SHIRT, PULL-OVER, HOOD, SFTY GRN, 3X | 9 | 2 | 11 | 10 | 2 |
| 674632 - SWEAT SHIRT, PULL-OVER, HOOD, GREY, SM | 0 | 0 | 0 | 3 | |
| 674633 - SWEAT SHIRT, PULL-OVER, HOOD, GREY, MD | 1 | 0 | 1 | 8 | |
| 674634 - SWEAT SHIRT, PULL-OVER, HOOD, GREY, LG | 0 | 1 | 1 | 12 | |
| 674635 - SWEAT SHIRT, PULL-OVER, HOOD, GREY, XL | 0 | 0 | 0 | 16 | |
| 674636 - SWEAT SHIRT, PULL-OVER, HOOD, GREY, 2X | 0 | 1 | 1 | 11 | |
| 674637 - SWEAT SHIRT, PULL-OVER, HOOD, GREY, 3X | 0 | 0 | 0 | 8 | |
| 674652 - SWEAT SHIRT, PULL-OVER, HOOD, NAVY BLUE, SM | 0 | 0 | 0 | 2 | |
| 674653 - SWEAT SHIRT, PULL-OVER, HOOD, NAVY BLUE, MD | 4 | 3 | 7 | 5 | 2 |
| 674654 -SWEAT SHIRT, PULL-OVER, HOOD, NAVY BLUE, LG | 10 | 3 | 13 | 16 | |
| 674655 -SWEAT SHIRT, PULL-OVER, HOOD, NAVY BLUE, XL | 2 | 8 | 10 | 2 | 9 |
| 674656 -SWEAT SHIRT, PULL-OVER, HOOD, NAVY BLUE, 2X | 2 | 2 | 4 | 8 | |
| 674657 -SWEAT SHIRT, PULL-OVER, HOOD, NAVY BLUE, 3X | 2 | 1 | 3 | 6 | |
| 675022 - WINTER COAT, CLASS 3, SM, (N/S) | 0 | 1 | 1 | 1 | 2 |
| 675025 -WINTER COAT, CLASS 3, MD, (N/S) | 0 | 2 | 2 | 1 | 2 |
| 675028 -WINTER COAT, CLASS 3, LG, (N/S) | 2 | 1 | 3 | 5 | |
| 675031 -WINTER COAT, CLASS 3, XL, (N/S) | 5 | 3 | 8 | 12 | |

| | | | | | |
|--|-----|-----|------|------|-----|
| 675034 -WINTER COAT, CLASS 3, 2X, (N/S) | 1 | 1 | 2 | 4 | |
| 675037 -WINTER COAT, CLASS 3, 3X, (N/S) | 1 | 0 | 1 | 2 | |
| 675053 -WINTER JACKET, SEMI-FORMAL, BLACK, SM, (N/S) | 0 | 0 | 0 | 1 | |
| 675056 -WINTER JACKET, SEMI-FORMAL, BLACK, MD, (N/S) | 0 | 1 | 1 | 1 | |
| 675059 -WINTER JACKET, SEMI-FORMAL, BLACK, LG, (N/S) | 2 | 0 | 2 | 2 | |
| 675062 -WINTER JACKET, SEMI-FORMAL, BLACK, XL, (N/S) | 2 | 1 | 3 | 3 | |
| 675065 -WINTER JACKET, SEMI-FORMAL, BLACK, 2X, (N/S) | 0 | 0 | 0 | 4 | |
| 675068 -WINTER JACKET, SEMI-FORMAL, BLACK, 3X, (N/S) | 0 | 0 | 0 | 1 | |
| Totals | 888 | 953 | 1841 | 1945 | 638 |