



Cherokee County Board of Commissioners
Purchasing Department
1130 Bluffs Parkway, Canton, GA 30114
Phone: (678) 493-6000
Fax: (678) 493-6035

REQUEST FOR BID/PROPOSAL

RFP 2018-045 Youth Basketball Uniforms

THE PROJECT: The Cherokee County Board of Commissioners Purchasing Department (County) is requesting competitive sealed ☐ Bids or ☒ Proposals in support for the provision of youth sports uniforms as described herein.

There ☐ will be ☒ will not be a mandatory meeting to review the requirements.

The term of Agreement(s) resulting from this solicitation can be found in the Statement of Work.

All times in the solicitation are local times to Cherokee County Board of Commissioners, 1130 Bluffs Parkway, Canton, Georgia 30114.

The County reserves the right to reject any or all bids/proposals, to waive technicalities and to make a selection and final award as deemed to be in the best interest of the County, including using any form of contract it deems most advantageous to the County. The County further reserves the right to reject the bid of any vendor who has previously failed to perform properly or complete on time contracts of a similar nature, or who upon investigation shows is not in a position to perform the contract. Incorporated herein by this reference are Cherokee County's Standard Solicitation Terms and Condition.

SCHEDULE:

Issued	05/07/2018
Site Visit/Pre-Bid Meeting	Not Applicable
Questions Due	5/16/2018
Answers Due	05/18/2018
Bids/Proposals Due	06/01/2018 10:00 A.M.
Anticipated Award Date	06/19/2018

THE EXPECTED PERIOD OF PERFORMANCE IS:

The base period of performance is broken down into two areas; Physical Delivery of Product(s) and Service Delivery. This is a function of the Statement of Work (SOW) and/or specification and reflects if there is physical item or items to be delivered and / or delivery of services. An X in the box corresponding to item 1 below, Physical Delivery indicates a physical item or items are to be delivered and an X in the 2. Delivery of Services indicates that Services are to be performed. Either or both may apply to the work contemplated by this solicitation.

Additionally, should there be and X in the box corresponding item 3. Option Grant, then the County requests the right to extend the period of performance beyond the Base Rate as specified.

1. ☐ NO PHYSICAL ITEMS ☒ PHYSICAL DELIVERY REQUIRED:

For Physical Delivery solicitations, the period of performance for an award shall begin with either the placement of Purchase Order or the date indicated on the Agreement. All items to be delivered are to be FOB Cherokee County at the address indicated in the solicitation. Performance shall be complete upon final acceptance by the County. Time is of the essence for the delivery of each item specified. Warranty requested as below:

☐ Warranty Term Requested: _____

2. ☐ NO SERVICES REQUIRED ☒ PERFORMANCE OF SERVICES:

For Performance of Services solicitations, the period of performance shall begin with the placement of either a Purchase Order or the date of the Agreement unless the Agreement, the SOW or the Solicitation Terms indicate that performance shall begin upon the issuance of an Authorization to Proceed (ATP), in which case the ATP would represent the beginning of performance. Terms of services requested are as below:

Services Term:

- ☐ One Year
☐ Two Years
☐ Three Years
☒ Other: One year with two one-year options

3. ☐ OPTION GRANT:

This solicitation contains requested options; please see pricing sheet for details.

SUBMITTAL INSTRUCTIONS: Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions that should include the following items (if indicated by an X in the box:

- ☒ Information and Addenda Acknowledgement Form (Appendix A),
- ☒ Non-Influence and Non-Collusion Affidavit (Appendix B),
- ☒ E-Verify Affidavit (Appendix C),
- ☒ References* (Appendix D),
- ☒ Acceptance of County' Standard Agreement**, as below: (Appendix E),
 - ☒ Professional Services Agreement
 - ☐ Construction Services Agreement
 - ☐ Other: _____
- ☒ Suspension, Debarment and Litigation Affidavit (Appendix F),
- ☐ Contractor's License Certification (Appendix G)
- ☐ Bonds Requirements if the price bid > \$100K
 - ☐ Ability to Provide Performance, Labor & Matl. Payment Bond (Appendix H)
 - ☐ Bid Bond (See Appendix I)
- ☒ Evidence of/ability to provide Insurance at the limits identified herein,***
- ☐ Certifications, Licenses or Registrations as required by law and/or as requested.
- ☒ Pricing on the Pricing Form provided (Bid Form)
- ☐ Contractor's Qualifications Statement (Appendix J)
- ☐ Added Terms to Construction Service Agreement (Attachment)
- ☐ Substitutions Proposed: See Instructions Standard Solicitation Terms****, Item 9
- ☐ _____
- ☐ _____

Notes:

*The County reserves the right to contact not only those references provided, but may also use previous performance for the County, other contacts it identifies and other sources of information believed to be viable to evaluate capability, viability and performance.

**If Acceptance of County's Standard Agreement is checked, all work/items defined herein are to be quoted according to these requirements. Copies of these agreements can be located at the County's Procurement web page.

***Insurance levels requested are those identified in the County's Standard Agreement, section "I."

****Standard Solicitation Terms Refer to Cherokee County Standard Solicitation Terms and Conditions

EVALUATION CRITERIA:

Bids/Proposals that contain options or additive work above and beyond the base bid will be evaluated financially according to the criteria described in the solicitation. However, should the use of options or additive work proposed exceed the County budget, the County retains its rights to address such situations as described in its Standard Terms For Bid and Proposal Solicitation as well as the right to award based on the base bid only or the base bid plus quoted additive work that is within its budget.

☐ Bids determined to be Responsive and Responsible will be ranked based Bid Form Criteria.

OR

☒ Proposals determined to be Responsive and Responsible will be evaluated on the following criteria:

Quality of Uniforms – overall quality of the sample submitted – are to be submitted separately from proposals

Experience Providing Uniforms – Overall experience of the business in providing uniforms for sports leagues

Delivery Schedule/Plan – Please include a delivery plan that demonstrates key dates and milestones that will demonstrate your ability to meet project deadlines

10%	Quality of Uniform
15%	Experience Providing Uniforms
15%	Delivery Schedule/Plan
60%	Price
<hr/>	
100%	TOTAL

HOW AND WHERE TO SUBMIT BIDS AND PROPOSALS:

The County has two methods for receiving bids and proposals that are mutually exclusive; either electronically or by physical receipt. The box with the “X” below indicates how and where bids or proposals are to be submitted. The County will NOT accept proposals by fax, or e-mail unless authorized, in writing, by the Procurement Director. The solicitation submission deadline will be strictly enforced; no late bids/proposals will be accepted for any reason, please plan accordingly.

A. Electronic Submissions Only:

☒ Bids and Proposals are to be submitted electronically ONLY to the County’s designated Web site or location. Physical copies are not to be submitted unless approved in advance by the Purchasing Director.

Proposals and all requested documentation to be provided electronically should in the Adobe Portable Document Format (PDF) unless otherwise indicated in these solicitation instructions. Documents provided in response to this solicitation are to be named according to the following naming convention:

a. [Solicitation Number]_[Vendor Name]_[Document Type]

Example: “2017-111_ABC Company_Proposal”

Supplier will need to provide one uniform complete uniform (jersey and shorts) sized Youth X-Small and swatches of each color (at least eight (8) separate colors including but not limited to royal blue, navy blue, black, red, hunter green and kelly green). Suppliers may submit an alternate shade of green if their brands do not have a kelly green option. The green selected should be a shade of green that as closely as possible resembles kelly green.

**Samples are to be mailed to the County’s physical address located at:
Cherokee County Procurement
RFP 2018-
1130 Bluffs Parkway
Canton, GA 30114**

AND/OR

B. Physical Submissions Only:

☐ Bids and/or Proposals are to be submitted on-time and ONLY in physical (paper) form and delivered to Cherokee County Procurement Department, Solicitation #_____ 1130 Bluffs Parkway, Canton GA 30114. On-line submissions are not to be tendered without the advanced approval of the Purchasing Director.

Number of Submittals: 1 Original

QUESTIONS/ADDENDA: Only written inquiries will be permitted during the solicitation period. Questions are to be submitted via Vendor Registry for this solicitation no later than the date and time indicated in the Schedule, as may be amended. Answers will be posted via formal Addendum and only released as part of the solicitation documents on the County’s designated website. All interested parties are instructed to monitor the County’s website on a regular basis throughout the solicitation period. The final date for posting of Addenda is per the Schedule, as may be amended.

STATEMENT OF WORK AND/OR SPECIFICATION:

The Cherokee Youth Basketball (CYB) Program is expected to include approximately 4,500 children from local schools and could encompass over 3,000 separate games over the course of the season.

The jersey shall be screen-printed, heat pressed or similar method with team name and player numbers on the front (at least 4” numbers in height), in single color, on each side of the reversible jersey. The back of the jersey shall have numbers (at least 6” numbers in height), in single color, on each side of the reversible jersey. The reversible sides/colors of the jersey shall be used by the teams for separating home and away colors. The screen-printed numbers shall be a contrasting or complimentary color to the base color of the uniform, on each side. Lettering and numbering style and height must be approved by CPRA prior to beginning the work.

The front of the jersey will have the team name and number screen printed. The back of the jersey will have a screen printed number and the CYB logo, or a similar logo that may include a league sponsor provided by the

County. The CYB logo will be screen printed on the same location on the back of every jersey. There will most likely be a team name associated with each school.

The uniforms shall be of sufficient build quality to easily last through a minimum of one full basketball season, with a reasonable number of wash/dry cycles. The Consultant shall provide Youth Extra Small uniform and color swatches in at least eight (8) separate colors including but not limited to royal blue, navy blue, black, red, hunter green and kelly green.

CYB anticipates to have 90% of the uniform orders to the vendor by November 1. The vendor should anticipate completion by November 20 of each year.

The County desires to do business with an organization with a demonstrated ability to meet the quantities and deadlines listed above. Organizations that cannot meet these requirements may be considered in default of the agreement. In order to ensure timely delivery the County reserves the option to work with two or more suppliers.

The Consultant is expected to provide one full uniform set (jersey and shorts) per youth participant. The specifications for the uniforms are as follows:

Moisture-wicking Mesh Reversible Sleeveless Tee*

Adult: S-5XL

Youth: XS-L

3.2-ounce, 100% Cationic polyester mesh

White mesh reverse with colored piping

Rib knit collar

Double-layer construction with open, individually hemmed layers for easy decoration

Tag at hem on color side

Moisture-wicking Mesh Reversible Sleeveless Tee*

Adult: S-4XL

Youth: XS-L

3.2-ounce, 100% Cationic polyester mesh

White mesh reverse with colored piping

Double-layer construction with open, individually hemmed layers for easy decoration

Elastic Waistband with continuous loop cord

9-inch inseam

* The County has in the past purchased Sport-Tek Posicharged tees and shorts and would encourage suppliers to submit items that match or exceed the quality of these items.

** Items with defects shall be returned and replaced at no additional cost to the County.

See Attachment 1-3 for sizing dimensions, price proposal and estimated uniforms needed.

CYB Uniform Count 2017-18

JERSEYS											SHORTS										
	YXS	YS	YM	YL	AS	AM	AL	AXL	2XL	TOTAL		YXS	YS	YM	YL	AS	AM	AL	AXL	2XL	TOTAL
Ball Ground	5	15	40	30	10	3	1	0	0	104	Ball Ground	5	15	40	30	10	3	1	0	0	104
Cherokee HS	4	3	15	65	75	60	60	20	5	307	Cherokee HS	4	3	15	65	75	60	60	20	5	307
Clark Creek	5	15	40	25	5	5	2	0	0	97	Clark Creek	5	15	40	25	5	5	2	0	0	97
Free Home	1	22	10	5	0	1	0	0	0	39	Free Home	1	22	10	5	0	1	0	0	0	39
Liberty	10	65	90	65	15	5	0	0	0	250	Liberty	10	65	90	65	15	5	0	0	0	250
Mtn. Road	10	25	40	15	8	5	0	0	0	103	Mtn. Road	10	25	40	15	8	5	0	0	0	103
	<u>35</u>	<u>145</u>	<u>235</u>	<u>205</u>	<u>113</u>	<u>79</u>	<u>63</u>	<u>20</u>	<u>5</u>	<u>900</u>		<u>35</u>	<u>145</u>	<u>235</u>	<u>205</u>	<u>113</u>	<u>79</u>	<u>63</u>	<u>20</u>	<u>5</u>	<u>900</u>
Arnold Mill	20	50	80	40	20	10	0	0	0	220	Arnold Mill	20	50	80	40	20	10	0	0	0	220
Charter	10	35	50	24	18	12	5	0	0	154	Charter	10	35	50	24	18	12	5	0	0	154
Creekview HS	0	5	20	35	40	60	50	20	10	240	Creekview HS	0	5	20	35	40	60	50	20	10	240
Knox	10	50	60	50	20	2	4	2	0	198	Knox	10	50	60	50	20	2	4	2	0	198
River Ridge HS	0	0	5	25	30	40	5	5	0	110	River Ridge HS	0	0	5	25	30	40	5	5	0	110
	<u>40</u>	<u>140</u>	<u>215</u>	<u>174</u>	<u>128</u>	<u>124</u>	<u>64</u>	<u>27</u>	<u>10</u>	<u>922</u>		<u>40</u>	<u>140</u>	<u>215</u>	<u>174</u>	<u>128</u>	<u>124</u>	<u>64</u>	<u>27</u>	<u>10</u>	<u>922</u>
Boston	5	16	30	30	5	5	0	0	0	91	Boston	5	16	30	30	5	5	0	0	0	91
Bascomb	5	39	87	46	20	20	0	1	0	218	Bascomb	5	39	87	46	20	20	0	1	0	218
Etowah HS	1	0	10	40	50	40	40	20	5	206	Etowah HS	1	0	10	40	50	40	40	20	5	206
Indian Knoll	10	35	60	30	20	7	1	0	0	163	Indian Knoll	10	35	60	30	20	7	1	0	0	163
Johnston	10	15	14	20	5	4	1	0	0	69	Johnston	10	15	14	20	5	4	1	0	0	69
Sixes	15	30	75	50	15	4	0	0	0	189	Sixes	15	30	75	50	15	4	0	0	0	189
Woodstock Ele.	10	25	40	30	10	2	0	0	0	117	Woodstock Ele.	10	25	40	30	10	2	0	0	0	117
	<u>56</u>	<u>160</u>	<u>316</u>	<u>246</u>	<u>125</u>	<u>82</u>	<u>42</u>	<u>21</u>	<u>5</u>	<u>1053</u>		<u>56</u>	<u>160</u>	<u>316</u>	<u>246</u>	<u>125</u>	<u>82</u>	<u>42</u>	<u>21</u>	<u>5</u>	<u>1053</u>
Avery	16	50	75	40	8	2	3	0	0	194	Avery	16	50	75	40	8	2	3	0	0	194
Canton	2	11	6	9	3	1	3	0	0	35	Canton	2	11	6	9	3	1	3	0	0	35
Clayton	3	10	11	10	9	1	3	0	0	47	Clayton	3	10	11	10	9	1	3	0	0	47
Hickory Flat	5	20	60	40	10	15	0	0	0	150	Hickory Flat	5	20	60	40	10	15	0	0	0	150
	<u>26</u>	<u>91</u>	<u>152</u>	<u>99</u>	<u>30</u>	<u>19</u>	<u>9</u>	<u>0</u>	<u>0</u>	<u>426</u>		<u>26</u>	<u>91</u>	<u>152</u>	<u>99</u>	<u>30</u>	<u>19</u>	<u>9</u>	<u>0</u>	<u>0</u>	<u>426</u>
Carmel	1	12	17	20	15	10	0	0	0	75	Carmel	1	12	17	20	15	10	0	0	0	75
Holly Springs	10	9	33	23	5	2	1	0	0	83	Holly Springs	10	9	33	23	5	2	1	0	0	83
RM Moore	10	20	37	20	20	2	2	0	0	111	RM Moore	10	20	37	20	20	2	2	0	0	111
Woodstock HS	0	0	10	40	50	35	40	23	5	203	Woodstock HS	0	0	10	40	50	35	40	23	5	203
	<u>21</u>	<u>41</u>	<u>97</u>	<u>103</u>	<u>90</u>	<u>49</u>	<u>43</u>	<u>23</u>	<u>5</u>	<u>472</u>		<u>21</u>	<u>41</u>	<u>97</u>	<u>103</u>	<u>90</u>	<u>49</u>	<u>43</u>	<u>23</u>	<u>5</u>	<u>472</u>
Macedonia	8	35	52	39	8	2	0	1	0	145	Macedonia	8	35	52	39	8	2	0	1	0	145
Hasty	10	32	60	30	20	7	1	0	0	160	Hasty	10	32	60	30	20	7	1	0	0	160
Little River	5	20	60	40	10	15	0	0	0	150	Little River	5	20	60	40	10	15	0	0	0	150
Sequoyah HS	4	0	10	30	60	40	45	25	1	215	Sequoyah HS	4	0	10	30	60	40	45	25	1	215
	<u>27</u>	<u>87</u>	<u>182</u>	<u>139</u>	<u>98</u>	<u>64</u>	<u>46</u>	<u>26</u>	<u>1</u>	<u>670</u>		<u>27</u>	<u>87</u>	<u>182</u>	<u>139</u>	<u>98</u>	<u>64</u>	<u>46</u>	<u>26</u>	<u>1</u>	<u>670</u>

P PROPOSAL

The “Unit Cost” is the total price per item inclusive of all numbering, lettering, screen printing, etc. as outlined in Section 2: Scope of Work of the Proposal. All line items must include a price for each item or Proposal may be considered non-responsive.

The “Logo Cost” is the total price per item for a single color screen and/or heat press “CYB” logo as outlined in Section 2: Scope of Work of the Proposal. This is an alternate only and does not count in the rankings. Proposer does not have to provide pricing for the logo and not providing one will not count against responsiveness of proposal.

<u>Garment</u>	<u>Age</u>	<u>Size</u>	<u>Unit Cost</u>	<u>Logo Cost</u> <i>(Optional)</i>
Jersey	Adult	Small		
Jersey	Adult	Medium		
Jersey	Adult	Large		
Jersey	Adult	X-Large		
Jersey	Youth	Small		
Jersey	Youth	Medium		
Jersey	Youth	Large		
Shorts	Adult	Small		
Shorts	Adult	Medium		
Shorts	Adult	Large		
Shorts	Adult	X-Large		
Shorts	Adult	1X-Large		
Shorts	Adult	2X-Large		
Shorts	Adult	3X-Large		
Shorts	Adult	4X-Large		
Shorts	Adult	5X-Large		
Shorts	Youth	Small		
Shorts	Youth	Medium		
Shorts	Youth	Large		

PROPOSAL NOTES: _____

*** END PROPOSAL AND ACKNOWLEDGEMENT FORM ***