



# CITY OF CARSON, CALIFORNIA

701 East Carson Street, Carson CA 90745

## REQUEST FOR PROPOSALS NUMBER: RFP 21-042

### [Youth Sports Uniforms]

**ISSUED: 10/28/21**

Mandatory Pre-Bid Meeting/Job Walk:	<b>Not Applicable</b>
Prospective Contractor Questions Due:	<b>11/03/21   2:00 PM</b>
Proposals Due (Electronic Only):	<b>11/10/21   5:00 PM</b>

**Due to the current COVID-19 pandemic, The City is not accepting walk-in or hand-deliveries of proposals.**

### **PROPOSALS MUST BE SUBMITTED ELECTRONICALLY**

**NO LATE PROPOSALS WILL BE ACCEPTED.** Proposals received after the due date and time will not be considered for this project. It is the policy of the City of Carson to reject any proposal that is received late.

- (1) REGISTER AS A VENDOR AND SUBMIT ELECTRONIC PROPOSALS AT:  
<https://www.planetbids.com/portal/portal.cfm?CompanyID=32461>

# REQUEST FOR PROPOSAL RFP NO.21-042

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### **ADDITIONAL DOCUMENTS AVAILABLE ON PLANETBIDS AS DOWNLOADS**

1. Affidavit of Non Federal Lobbyist Requirements
2. Certificate of Compliance with Labor Code Section 3700
3. Debarment and Suspension Certification
4. Affidavit of Non-collusion and Non-discrimination
5. Client Reference List

## A. SUMMARY

The City of Carson was incorporated as a California general law city on February 20, 1968. On November 6, 2018, with the City's voters' approval, the City of Carson became a California chartered city. Carson is considered one of the youngest municipalities in the South Bay region of Los Angeles County. Carson is located less than 20 miles south of downtown Los Angeles and is considered part of the South Bay section of Los Angeles County. The City's acreage is 19.2 square miles, and has grown considerably, beginning with a population of 61,000 in 1968 and with a current population of close to 100,000 residents.

Carson prides itself on being a culturally diverse community and is accessible by air, rail and freeway. The City is close to the Los Angeles International Airport, the Long Beach Airport, the Port of Los Angeles, and the Port of Long Beach. The four freeways that surround or run through the City are the Harbor (110); the San Diego (405); the Artesia (91); and the Long Beach (710). Additionally, the MTA Bus Line frequently stops in Carson on its route between Los Angeles and Long Beach and the City's owned bus system, the Carson Circuit, provides convenient bus transportation within the City. There is no other city in the Los Angeles-Orange County region that matches Carson's ease of accessibility. The City is home to many large, modern petrochemical, electronics, automobile, aerospace, trucking, and high-tech facilities. Many of these companies have won regional and local beautification awards. A number of multinational companies also call Carson their home by locating their corporate headquarters here. Through cooperative efforts between the City and businesses, the vitality and future of Carson continues to flourish.

The City of Carson ("City") Community Services/Parks and Recreation Department requests written responses to this Request for Proposal ("RFP") for on-call contractors for the purchase of sports uniforms for baseball, basketball, flag football, soccer, softball, and track as specified in Exhibits A and C to the attached template **Contract Services Agreement**. The successful contractor(s) will provide quality sports uniforms for baseball, basketball, flag football, soccer, softball and/or track for the City's Youth Sports program that takes place at twelve (12) City park sites.

Proposers shall submit bids for individual uniform items by completing the applicable rows of the tables set forth in Section I of Exhibit C to the **Contract Services Agreement** for all uniform items for which the proposer wishes to submit a bid. Although bids for multiple uniform items within or across any or all of the sports may be included in the same proposal, bids will be considered on a uniform item by uniform item basis.

This RFP is issued pursuant to Carson Municipal Code ["CMC"] Section 2611(b). City will select the lowest responsive and responsible bidder (per CMC Section 2610(i), discussed in further detail below), or in some cases multiple lowest responsive and responsible bidders (as deemed necessary by the City in its sole discretion), individually for each uniform item, inclusive of any applicable fees and other charges. City will select as many bidders for contract awards as City deems necessary not only to provide full uniforms for each sport, but also to provide City with multiple options and flexibility in available styles and sizes (as reflected in the tables in Section I of Exhibit C to the **Contract Services Agreement**) as necessary to meet the needs of the various park associations and age levels for each sport, as determined by the City in its sole discretion.

Any and all contracts awarded will be on an on-call basis, will not be exclusive as to other uniform vendors for any uniform item or sport, and will not commit the City to place any orders. The City will establish an on-call panel of vendors pursuant to this solicitation, and once

established, the City's Recreation Division will select from among the panelists as needed on an on-call basis to meet the uniform needs of its Youth Sports program.

As provided in the **Contract Services Agreement**, the term of any contract(s) awarded pursuant to this solicitation shall be for three (3) years (unless earlier terminated in accordance with the termination provisions of the contract) with a City option to extend the term for up to two (2) one-year extension periods beyond the initial three-year term at the price rates specified for the third year of the initial term of the contract in Exhibit C.

All bids shall be accompanied by sales brochure information providing all available details and specifications on each uniform item bid, to the extent such information cannot be provided in Exhibit C to the **Contract Services Agreement**. Copies of any and all guarantees or warranties must be attached to the proposal.

Bidders shall also provide a sample of each uniform item bid. Arrangements with the City's Purchasing Department must be made to deliver uniform samples by the proposal due date on November 10, 2021 by 5:00pm. All samples submitted by bidders who are awarded a contract pursuant to this RFP will become the property of the City pursuant to the contract entered into between the City and the successful bidder. Upon request, samples submitted by bidders who are not awarded a contract pursuant to this RFP will be made available by City for return via pickup from the City.

Without limitation as to any of the criteria set forth in CMC Section 2610(i), detailed below, responsible bidders will have the demonstrated qualifications and experience to competently perform the services, and the demonstrated resources and capacity to quickly produce and deliver quality uniform items to specifications during the period of time leading up to the commencement of the relevant sports season(s) in quantities sufficient to meet the estimated number of participants in the relevant sport(s), as set forth below.

Basketball season has approximately 1,200 participants and starts in early January. Baseball season has approximately 1,600 participants and Softball season has approximately 400 participants, and both start in early May. Fall sports season starts in early October and includes Flag Football, with approximately 340 participants, and Soccer, with approximately 1,160 participants. The City also holds Track and Field meets, with approximately 30 participants, starting in early February. "Track," as used elsewhere in this Request for Proposals, means and includes Track and Field. The foregoing participant figures are estimates only and are not guaranteed to be the amount or basis of any actual order. Actual demand to be met by the on-call panel will be based on the number of participants that register for each sport during the registration process that takes place at or prior to the commencement of the relevant sports season.

The City reserves the right to determine whether any contractor's performance of the criteria set forth in this solicitation meet the City's expectations. In addition, the Contract Officer reserves the right to establish and/or modify standards for the quality of any service or product provided under this solicitation.

Once contracts are awarded, the successful bidder(s) will be required to send try-on uniforms for all uniform items for which they have been selected, as directed by the Contract Officer.

The City of Carson reserves the right to make changes to this RFP as it may deem appropriate. Any and all changes in the RFP shall be made by written addendum, which shall be issued to all

prospective proposers who have been issued or obtained a copy of the RFP. No oral changes will be permitted. Addenda issued during the proposal process will become a part of the original proposal. All proposals must be submitted by the due date and time established as specified on page 1 of this RFP. The City of Carson reserves the right to take any action it considers to be in the best interest of the City of Carson, subject to the requirements of applicable law.

No proposal may be withdrawn for a period of ninety (90) days once proposals have been opened by the Purchasing Manager.

No contract exists on the part of the City until the City Council has made the award and a written contract has been fully executed. The award, if made, will take place approximately within ninety (90) calendar days after the scheduled proposal opening date.

The City reserves the right to reject any and all proposals received or any parts therein, and to be the sole judge of the merits of each proposal received.

This RFP does not commit the City of Carson to award a contract or to pay any cost incurred in the preparation of any response to the RFP. All responses to this RFP become the property of the City. At such time as proposals are opened, all responses submitted become a matter of public record and shall be regarded as such, with the exception of those elements in responses which are trade secrets or proprietary, marked as such, and otherwise exempt from disclosure under the Public Records Act.

Unless expressly stated otherwise, documents must be uploaded in PDF format. It is the Proposer's responsibility to ensure their proposal documents are properly and timely uploaded onto the City's online bid management system. Proposals that are missing pages, cannot be opened, etc. may be considered nonresponsive. It is the Proposer's sole responsibility to contact the City's online bid management provider (Planet Bids at 818-992-1771) to resolve any technical issues related to electronic bidding, including (but not limited to) registering as a vendor, updating passwords, updating profiles, uploading/downloading documents, submitting an electronic bid/proposal, etc. All questions or requests for interpretation regarding this RFP solicitation must be submitted online through Planet Bids within the date and time specified. Proposers are not to contact City personnel or Elected Officials with any questions or clarifications concerning this RFP other than through Planet Bids. Any City response for this RFP that is not posted through Planet Bids is unauthorized and will be considered invalid. Proposer is solely responsible for "on time" submission of their electronic bid. The Bid Management System will not accept late bids and no exceptions shall be made. Proposers will receive an e-bid confirmation number with a time stamp from the Bid Management System indicating that their bid was submitted successfully. The City will only receive those bids that were transmitted successfully.

NOTE: E-Bids are sealed and cannot be viewed by the City until the closing date and time. If you need to withdraw your bid, you may do so any time before the bid deadline, by going back into the system and selecting "withdraw".

**B. MANDATORY PRE-PROPOSAL MEETING**

Pre-proposal meeting or job walk mandatory: **NO**

Pre-proposal meeting or job walk time:  
Pre-proposal meeting or job walk location:

**NOT APPLICABLE**  
**NOT APPLICABLE**

Pre-proposal meetings are held for the purpose of answering proposer questions. If a pre-proposal meeting is mandatory, then the City will not accept proposals from those who arrive late or do not attend. Arrive early, plan accordingly, and provide a business card to the City employee. A sign-in sheet will be available. Proposers are to meet at the location as listed, if applicable.

### C. PROPOSAL SUBMITTAL

The proposals must be submitted electronically only.

Proposals must be submitted electronically on Planet Bids by no later than **11/10/2021 | 5:00 PM**. Please allow sufficient time to prepare and upload your documents into the electronic bid system prior to the deadline, as the system will lock and not allow entry of proposals after the designated deadline. Any technical questions regarding use of Planet Bids must be directed to Planet Bids.

The Proposal must include the following sections, numbered in accordance with the table below. **Every Proposal must include the Proposer's name and the City's Request for Proposal No. 21-042.**

Required Proposal Sections and Documents		
1	<b>Company Certification and Personnel Verification</b> Certification, on company letterhead that the person submitting the proposal is authorized to contract on behalf of the prospective contractor. Examples of authorized persons include owner, partner, or corporate officer. Include name, title, address, and contact information. If proposer is a corporation, certification should include statement that corporation is in good standing with the California Secretary of State. Include general company information and resumes of personnel to be assigned to the engagement	Required
2	<b>Subcontractor List</b> (if applicable) Include the subcontractor's qualifications and the nature and extent of work to be performed by each subcontractor	Required if Applicable
3	<b>Cost Proposal</b> Include all pricing information relative to the engagement on Exhibit "C" of the <b>Contract Services Agreement</b>	Required
4	<b>Client Reference List</b> Governmental entities preferred. Include client contact information and a brief description of the service provided to each client. Minimum of 3 references for work performed within the last 3 years. (Download from PlanetBids).	Required
5	<b>Modification, Changes or Exceptions to the City Contract of Service Agreement Template</b> Exceptions to the specifications of any proposed items, contract terms or conditions shall be fully described and stated in writing in Exhibit "B" of	Required if Applicable

	the <b>Contract Service Agreement</b> .	
6	<b>Affidavit of Non-Collusion and Non-Discrimination</b> (download from PlanetBids)	Required
7	<b>Federal Lobbyist Requirements</b> (download from PlanetBids)	Required
8	<b>Debarment and Suspension Certificate</b> (download from PlanetBids)	Required
9	<b>Certificate of Compliance with Labor Code Section 3700</b> (download from PlanetBids)	Required if Applicable
10	<b>Bid Security</b> (download from PlanetBids) Bid Bond	Required if Applicable

Additional proposal requirements specific to this engagement are included in: Exhibit A-C, inclusive, to the **Contract Services Agreement**. As indicated in Section VI of Exhibit A to the **Contract Services Agreement**, proposals shall identify the key personnel (names and titles/functions) who will be used to perform the services, including any proposed subcontractors. Proposals shall also identify the proposer’s contract representative for City to fill in in Section 4.1 of the **Contract Services Agreement**.

**D. QUESTIONS AND ADDENDA**

All project scope questions must be posted to Planet Bids by the due date listed on the cover page of this RFP. The City will coordinate responses and post them to Planet Bids 5 days prior to the bid deadline for all interested proposers to review.

The City’s Planet Bids portal:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=32461>

If discrepancies or omissions are found for this document, the City reserves the right to make such changes as deemed appropriate. Any such changes will be by written addendum, which will be posted to Planet Bids no later than 5 days prior to the proposal deadline. The City reserves the right to extend the proposal deadline.

	Type of Question	Contact	Contact Info
1	Those related to the Project	Planet Bids	Post directly to Planet Bids
2	Use of Planet Bids	Planet Bids	(818) 992-1771
3	City’s Purchasing Process	Shelly Root, Senior Buyer	sroot@carsonca.gov 310-830-7600, Ext. 1231

**ONLY the City’s Purchasing Manager may be contacted regarding this solicitation. No other City officers, agents, employees or representatives have authority to respond on behalf of the City. Contact with unauthorized City personnel or elected officials during the selection process or may result in disqualification.**

**E. PROPOSER QUALIFICATIONS**

Proposers who do not meet the minimum qualifications will be disqualified.

Awarded contractor and subcontractors (if applicable) must pay the City’s business license tax and submit required insurance documents prior to execution of the contract.

**F. PROCUREMENT LOCATION AND SCHEDULE**

Job location: **City of Carson Parks**  
Job Work Schedule: **Quarterly with Sports Season**

<b>Anticipated Procurement Schedule</b>		
1	Award of Contract	<b>12/07/21</b>
2	Contract Execution & Notice to Proceed	<b>12/13/21</b>
3	Begin Engagement	<b>12/14/21</b>
4	Complete Engagement	<b>12/12/24</b>

**G. OTHER REQUIREMENTS**

The City’s form contract is required (see **Contract Service Agreement**). Specific requirements are outlined in the form contract.

**Prevailing Wage Required:** **No**  
**Performance Bond Required:** **Not Applicable**

The majority of the work as required herein must be performed by the awarded contractor. The work may not be subcontracted to another contractor unless the subcontractor has been included in the Proposal, or a substitution has been approved in writing by the City’s Contracting Officer in advance of work performed.

**H. COST PROPOSAL**

Contractors must provide everything necessary at their own expense including, but not limited to, labor, materials, and equipment required to perform and complete the required work.

Price rates must be quoted individually for each applicable uniform item by filling out the applicable row(s) of the tables provided in Exhibit C of the **Contract Services Agreement**. The total bid price for each uniform item must include all necessary labor and materials to complete the work required by Exhibit C to the **Contract Service Agreement**, using the estimated number of registrants provided in the “Summary” section, above.

Unless otherwise specified in this RFP, bids may be submitted for any appropriate fabric or material type consistent with industry standards for the subject uniform item, but the fabric or material type being bid (and any other type(s) offered at the same price) must be specified in the “notes” column of the relevant table in the proposal. Where the City receives equal bids involving different permissible fabric or material types for any given uniform item, the City’s

preference in fabric or material type may be a consideration in making the award, consistent with CMC Section 2610(j).

Applicable fees, surcharges, taxes, etc. applicable to each uniform item bid shall be stated in the separate table provided in said Exhibit C. Federal taxes must not be included, as the City is exempt from paying federal taxes. However, the City does pay Sales Tax on the purchase of items, which must be included as a separate line within the total proposal price. Provide additional pages if needed. Permits, licenses and fees must be obtained at the successful contractor's sole expense.

The following costs will not be allowed: additional charges such as fuel surcharges and mileage rates, fines, entertainment, advertising, and any costs considered inappropriate for reimbursement from taxpayer money.

Turnaround times shall also be specified by filling out the blanks in said Exhibit C. Turnaround times for the "main season orders" as identified in Exhibit "C," shall be based on the estimated number of participants set forth above with respect to the relevant uniform item(s) being bid. Turnaround times for "late add-on orders" shall be based on any follow up orders that may be deemed necessary by the Contract Officer to procure additional items or resolve any discrepancies after the main season order.

**I. PROPOSAL OPENING, DOCUMENT REVIEW, AND AWARD OF CONTRACT**

All proposals will be opened publicly in the Office of the City Clerk on the date and time noted on the Notice of Request for Proposals. Proposals will be considered confidential until a contract recommendation is made to City Council.

Proposal documents that are submitted on time and meet the minimum requirements outlined above will be reviewed by City staff, which will make a recommendation to the City Council to either reject all proposals or award a contract or multiple contracts. Evaluation criteria will include qualifications, experience, price and past performance; and will be based on guidelines in the City's Municipal Code (CMC § 2610 (i)). See below for further details.

The City may hold interviews with respondents prior to a final selection of the project contractor(s). Such interviews may be conducted in person or by electronic means. The City reserves the right to make such additional investigation as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.

No contract exists until the City Council has made the award, and the contract has been fully executed.

The City of Carson reserves the right to reject the proposals, request additional information or take any other action considered to be in the best interest of the City of Carson.

**Specific Evaluation Criteria For Award of Contract(s) Will Be As Follows:**

Award to Lowest Responsive and Responsible Bidder. Unless all bids are rejected as provided in the City's purchasing ordinance, all contracts pursuant to this RFP shall be awarded to the lowest responsible and responsive bidder pursuant to CMC §2610(i). "Lowest responsible and

responsive bidder” means the bidder who submits the lowest monetary bid that responds to the terms upon which bids were requested, and who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the contract. To the extent permitted by law, criteria for determining whether a bidder is responsible include, without limitation, all of the following:

- (1) The conformity of the supplies, materials, equipment, or services to the required specifications;
- (2) The ability, capacity, and skill of the bidder to provide the supplies, materials, equipment, or services as required;
- (3) The ability of the bidder to provide the required items or services within the time specified;
- (4) The character, integrity, reputation, judgment, experience, efficiency, financial resources, and financial responsibility of the bidder;
- (5) The ability of the bidder to promptly provide future maintenance, repair, parts, and service after purchase;
- (6) The bidder’s prior record of performance on other procurements or projects, including timely completion of performance, quality of products and work provided, and completion of projects within the bid amount submitted and project budget;
- (7) The bidder’s involvement in prior or current litigation or contract disputes that could impair satisfactory performance of the contract to be awarded; and
- (8) The bidder’s history of noncompliance with occupational safety and health requirements, labor statutes and regulations, and other local, State, and Federal laws.

CMC §2610(i). As noted above, without limitation as to any of the criteria set forth in CMC Section 2610(i), responsible bidders will have the demonstrated (i) qualifications and experience to competently perform the services (prior successful work with government agencies is preferred) and (ii) resources and capacity to quickly produce and deliver quality uniform items to specifications during the period of time leading up to the commencement of the relevant sports season(s) in quantities sufficient to meet the estimated number of participants in the relevant sport(s). Per CMC 2611(b), the City may, at any time, waive or modify any element of the request for proposals and/or any evaluation criterion.

Equal Bids. If prices quoted or received in two (2) or more sealed bids are equally the lowest bidder, including application of the local preference pursuant to CMC [§2611.1](#), then the City will proceed in accordance with CMC §2610(j).

**EXHIBIT "A"**  
**SCOPE OF SERVICES**

**I. Consultant will perform the following Services on an on-call basis:**

Provide the City with sports uniform items meeting the specifications provided in this Agreement for [baseball, basketball, flag football, soccer, track and/or softball] for use in the City's Youth Sports program that takes place at twelve City park sites. All services shall be performed by qualified personnel. Consultant shall produce uniform items and fill and deliver orders in the quantities requested by the Contract Officer pursuant to Section III of this Exhibit prior to the relevant sports season, within the timeframes specified in this Agreement.

The Parks that will be served with uniforms are the following:

<p>1. Anderson Park 1910 S. Wilmington Ave. Carson, CA 90746</p>	<p>7. Dominguez Park 21330 Santa Fe Avenue Carson, CA 90810</p>
<p>2. Calas Park 1000 E. 220th Street Carson, CA 90745</p>	<p>8. Hemingway Park 700 E. Gardena Boulevard Carson, CA 90746</p>
<p>3. Carriage Crest Park 23800 S. Figueroa Street Carson, CA 90745</p>	<p>9. Foisia Park 23410 Catskill Avenue Carson, CA 90745</p>
<p>4. Carson Park 21411 S. Orrick Avenue Carson, CA 90745</p>	<p>10. Mills Park 1340 E. Diamondale Dr. Carson, CA 90746</p>
<p>5. Del Amo Park 703 E. Del Amo Boulevard Carson, CA 90746</p>	<p>11. Stevenson Park 17400 Lysander Drive Carson, CA 90746</p>
<p>6. Dolphin Park 21205 Water Street Carson, CA 90745</p>	<p>12. Veterans Park 22400 Moneta Avenue Carson, CA 90745</p>

Primary City staff contacts that Consultant will work with are anticipated to be as follows, subject to any City personnel changes:

Uniform orders:

- Anderson Park- Isaac Gardner, Recreation Center Supervisor I
- Calas Park- Larry Failla, Recreation Center Supervisor II
- Carriage Crest Park- Carolyn Pele, Recreation Center Supervisor II
- Carson Park- Cristina Herrera, Senior Recreation Center Supervisor
- Del Amo Park- Aundrea Rockhold, Recreation Center Supervisor II
- Dolphin Park- Pat Camacho, Recreation Center Supervisor II
- Dominguez Park- Jose Pina, Recreation Center Supervisor I
- Foisia Park- Janny Noa, Senior Recreation Center Supervisor
- Hemingway Park- Gwen Whitaker, Recreation Center Supervisor II
- Mills Park – Mickie Sanchez, Recreation Center Supervisor II
- Stevenson Park- Kenny Harris, Recreation Center Supervisor II
- Veterans Park- Salvador Ortega, Senior Recreation Center Supervisor

Invoice Submissions:

- Nancy Rusas, Youth Sports Coordinator

Contract Officer:

- Tim Grierson, Recreation Superintendent

**II. As part of the Services, Consultant will prepare and deliver the following tangible work products to the City [only applicable uniform items to be included in final contract; additional specifications/details to be included based on proposal information provided]:**

**A. Baseball Uniforms**

- All numbers and letterings must be screen printed or sublimated for front number, back number, and team name/graphic
- Sizes: Youth XXS-XL  
Adult S-4XL
- Jerseys
- Pants (pull-up/elastic waist and belt-loop)
- Hat
- Socks
- Belt

**B. Softball Uniforms**

- All numbers and letterings must be screen printed or sublimated for front number, back number, and team name/graphic
- Sizes: Youth XXS-XL  
Adult S-4XL
- Jerseys
- Women's Cut Pants (pull-up/elastic waist)
- Shorts
- Hat
- Visor
- Socks

**C. Soccer Uniforms**

- All numbers and letterings must be screen printed or sublimated for back number, and team name/graphic
- Sizes: Youth XXS-XL  
Adult S-4XL
- Jerseys
- Shorts
- Socks
- Shin guards

**D. Football Uniforms**

- All numbers and letterings must be screen printed for front number, back number, and team name/graphic
- Sizes: Youth XXS-XL  
Adult S-4XL
- Jerseys
- Shorts
- Pants

**E. Basketball Uniforms**

- All numbers and letterings must be screen printed for front number, back number, and team name/graphic
- Sizes: Youth XXS-XL  
Adult S-4XL
- Reversible Jersey
- Shorts
- Hoodie Sweatshirt

**F. Track Uniforms**

- All numbers and letterings must be screen printed for front number, back number, and team name/graphic
- Sizes: Youth XXS-XL  
Adult S-4XL
- Jersey
- Shorts
- Socks

For each sport, Consultant shall bag Jerseys and Pants/Shorts by individual teams as ordered.

**III. All services will be provided on an on-call basis in accordance with the following procedure:**

**A.** Each task shall be indicated by a written request produced by the Contract Officer with a description of the work to be performed, and the time desired for completion. All tasks shall be carried out in conformity with all provisions of this Agreement.

**B.** Consultant must prepare a written description of the requested tasks including all components and subtasks; the costs to perform the task ("Task Budget"), using the itemized fees in Exhibit "C" whenever a requested task is provided for in Exhibit "C"; an explanation of how the cost was determined; and, a schedule for completion of the task ("Task Completion Date"); which shall all collectively be referred to as the "Task Proposal."

**C.** Contract Officer shall in writing approve, modify or reject the Task Proposal, and may issue a Notice to Proceed.

**D.** The task shall be performed at a cost not to exceed the Task Budget.

**E.** Consultant shall complete the task and deliver all deliverables to Contract Officer by the Task Completion Date.

**IV. In addition to the requirements of Section 6.2, during performance of the Services, Consultant will keep the City apprised of the status of performance by delivering the following status reports:**

**A.** As requested by Contract Officer.

**B.** Consultant to confirm and provide updates on shipment and delivery of all uniforms and apparel after order placement.

**V. All work product is subject to review and acceptance by the City, and must be revised by the Consultant without additional charge to the City until found satisfactory and accepted by City.**

**VI. Consultant will utilize the following personnel to accomplish the Services:**

*[Proposers to provide this information in proposals]*

**EXHIBIT "B"**  
**SPECIAL REQUIREMENTS**  
**(Superseding Contract Boilerplate)**

*[Instructions to Proposers: Exceptions to any proposed provisions of the Contract Services Agreement template shall be fully described in writing in the space provided below]*

**EXHIBIT "C"**  
**SCHEDULE OF COMPENSATION**

**I. Consultant shall provide uniform items at the following rates:** *[Instructions to Proposers: Each row in each table below represents one uniform item. Complete the applicable row, inclusive of all columns, for each item on which you wish to bid. Cost proposals submitted should be inclusive of all services necessary to provide the uniform item(s) to the City, including all taxes and delivery/shipping fees/costs, as indicated in the table denoted "Additional Fees (if applicable)." See pages 1-10 of this RFP for further details/requirements].*

<b>Baseball Uniform - Jersey</b>							
<b>Item</b>	<b>Unit Cost Year 1</b>	<b>Unit Cost Year 1</b>	<b>Unit Cost Year 2</b>	<b>Unit Cost Year 2</b>	<b>Unit Cost Year 3</b>	<b>Unit Cost Year 3</b>	<b>Notes</b>
	<b>Adult Size</b>	<b>Youth Size</b>	<b>Adult Size</b>	<b>Youth Size</b>	<b>Adult Size</b>	<b>Youth Size</b>	
<b>Full- button</b>							
<b>Two- button</b>							
<b>V- Neck</b>							

<b>Baseball Uniform-Pants</b>							
<b>Item</b>	<b>Unit Cost Year 1</b>	<b>Unit Cost Year 1</b>	<b>Unit Cost Year 2</b>	<b>Unit Cost Year 2</b>	<b>Unit Cost Year 3</b>	<b>Unit Cost Year 3</b>	<b>Notes</b>
	<b>Adult Size</b>	<b>Youth Size</b>	<b>Adult Size</b>	<b>Youth Size</b>	<b>Adult Size</b>	<b>Youth Size</b>	
<b>Belt Loop</b>							
<b>Pull-Up</b>							

<b>Baseball Uniform-Accessories</b>							
<b>Item</b>	<b>Unit Cost Year 1</b>	<b>Unit Cost Year 1</b>	<b>Unit Cost Year 2</b>	<b>Unit Cost Year 2</b>	<b>Unit Cost Year 3</b>	<b>Unit Cost Year 3</b>	<b>Notes</b>
	<b>Adult Size</b>	<b>Youth Size</b>	<b>Adult Size</b>	<b>Youth Size</b>	<b>Adult Size</b>	<b>Youth Size</b>	
<b>Hat</b>							
<b>Belt</b>							
<b>Socks</b>							

<b>Baseball Uniform-Additional Fees (if applicable)</b>				
<b>Item</b>	<b>Unit Cost Year 1</b>	<b>Unit Cost Year 2</b>	<b>Unit Cost Year 3</b>	<b>Notes</b>
<b>Screen Printed</b>				
<b>Sublimated</b>				
<b>Delivery</b>				
<b>Late add-on orders</b>				

**Baseball uniform items: Approximate turnaround time after main season order submitted:  
\_\_\_\_\_ (# of business days)**

**Baseball uniform items: Approximate turnaround for late add-on orders: \_\_\_\_\_ (#  
of business days)**

<b>Softball Uniform- Jersey</b>
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Item	Unit Cost	Notes					
	Year 1	Year 1	Year 2	Year 2	Year 3	Year 3	
	Adult Size	Youth Size	Adult Size	Youth Size	Adult Size	Youth Size	
Full Button							
Two Button							
V- Neck							
Sleeveless							

Softball Uniform- Bottoms							
Item	Unit Cost	Notes					
	Year 1	Year 1	Year 2	Year 2	Year 3	Year 3	
	Adult Size	Youth Size	Adult Size	Youth Size	Adult Size	Youth Size	
Pants (Women's Cut)							
Shorts							

Softball Uniform-Accessories
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Item	Unit Cost	Notes					
	Year 1	Year 1	Year 2	Year 2	Year 3	Year 3	
	Adult Size	Youth Size	Adult Size	Youth Size	Adult Size	Youth Size	
Hat							
Visor							
Socks							

Softball Uniform-Additional Fees (if applicable)				
Item	Unit Cost	Unit Cost	Unit Cost	Notes
	Year 1	Year 2	Year 3	
Screen Printed				
Sublimated				
Delivery				
Late add-on orders				

Softball Uniform Items: Approximate turnaround time after main season order submitted: \_\_\_\_\_ (# of business days)

Softball Uniform Items: Approximate turnaround for late add-on orders: \_\_\_\_\_ (# of business days)

<b>Flag Football Uniform- Jersey</b>
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Item	Unit Cost Year 1	Unit Cost Year 1	Unit Cost Year 2	Unit Cost Year 2	Unit Cost Year 3	Unit Cost Year 3	Notes
	Adult Size	Youth Size	Adult Size	Youth Size	Adult Size	Youth Size	
Short Sleeve							
Long Sleeve							

Flag Football Uniform- Bottoms							
Item	Unit Cost Year 1	Unit Cost Year 1	Unit Cost Year 2	Unit Cost Year 2	Unit Cost Year 3	Unit Cost Year 3	Notes
	Adult Size	Youth Size	Adult Size	Youth Size	Adult Size	Youth Size	
Pants							
Shorts							

Flag Football Uniform-Additional Fees (if applicable)				
Item	Unit Cost Year 1	Unit Cost Year 2	Unit Cost Year 3	Notes

<b>Screen Printed</b>				
<b>Sublimated</b>				
<b>Delivery</b>				
<b>Late add-on orders</b>				

**Flag Football Uniform Items: Approximate turnaround time after main season order submitted: \_\_\_\_\_ (# of business days)**

**Flag Football Uniform Items: Approximate turnaround for late add on orders: \_\_\_\_\_ (# of business days)**

<b>Basketball Uniform- Jersey</b>							
<b>Item</b>	<b>Unit Cost Year 1</b>	<b>Unit Cost Year 1</b>	<b>Unit Cost Year 2</b>	<b>Unit Cost Year 2</b>	<b>Unit Cost Year 3</b>	<b>Unit Cost Year 3</b>	<b>Notes</b>

	Adult Size	Youth Size	Adult Size	Youth Size	Adult Size	Youth Size	
Reversible V-Neck							
Hooded Sweatshirt							

Basketball Uniform- Bottoms							
Item	Unit Cost Year 1	Unit Cost Year 1	Unit Cost Year 2	Unit Cost Year 2	Unit Cost Year 3	Unit Cost Year 3	Notes
	Adult Size	Youth Size	Adult Size	Youth Size	Adult Size	Youth Size	
Shorts							

Basketball Uniform-Additional Fees (if applicable)				
Item	Unit Cost Year 1	Unit Cost Year 2	Unit Cost Year 3	Notes
Screen Printed				

<b>Sublimated</b>				
<b>Delivery</b>				
<b>Late add-on orders</b>				

**Basketball Uniform Items: Approximate turnaround time after main season order submitted: \_\_\_\_\_ (# of business days)**

**Basketball Uniform Items: Approximate turnaround for late add on orders: \_\_\_\_\_ (# of business days)**

<b>Soccer Uniform- Jersey</b>							
<b>Item</b>	<b>Unit Cost</b>	<b>Notes</b>					
	<b>Year 1</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 3</b>	
	<b>Adult Size</b>	<b>Youth Size</b>	<b>Adult Size</b>	<b>Youth Size</b>	<b>Adult Size</b>	<b>Youth Size</b>	
<b>Shirt</b>							

<b>Soccer Uniform- Bottoms</b>							
<b>Item</b>	<b>Unit Cost</b>	<b>Notes</b>					
	<b>Year 1</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 3</b>	

	<b>Adult Size</b>	<b>Youth Size</b>	<b>Adult Size</b>	<b>Youth Size</b>	<b>Adult Size</b>	<b>Youth Size</b>	
<b>Shorts</b>							

<b>Soccer Uniform-Accessories</b>							
<b>Item</b>	<b>Unit Cost Year 1</b>	<b>Unit Cost Year 1</b>	<b>Unit Cost Year 2</b>	<b>Unit Cost Year 2</b>	<b>Unit Cost Year 3</b>	<b>Unit Cost Year 3</b>	<b>Notes</b>
	<b>Adult Size</b>	<b>Youth Size</b>	<b>Adult Size</b>	<b>Youth Size</b>	<b>Adult Size</b>	<b>Youth Size</b>	
<b>Socks</b>							
<b>Shin Guards</b>							

<b>Soccer Uniform-Additional Fees (if applicable)</b>				
<b>Item</b>	<b>Unit Cost Year 1</b>	<b>Unit Cost Year 2</b>	<b>Unit Cost Year 3</b>	<b>Notes</b>
<b>Screen Printed</b>				
<b>Sublimated</b>				

<b>Delivery</b>				
<b>Late add-on orders</b>				

**Soccer Uniform Items: Approximate turnaround time after main season order submitted: \_\_\_\_\_ (# of business days)**

**Soccer Uniform Items: Approximate turnaround for late add-on orders: \_\_\_\_\_ (# of business days)**

<b>Track Uniform</b>							
<b>Item</b>	<b>Unit Cost Year 1</b>	<b>Unit Cost Year 1</b>	<b>Unit Cost Year 2</b>	<b>Unit Cost Year 2</b>	<b>Unit Cost Year 3</b>	<b>Unit Cost Year 3</b>	<b>Notes</b>
	<b>Adult</b>	<b>Youth</b>	<b>Adult Size</b>	<b>Youth</b>	<b>Adult</b>	<b>Youth</b>	

	Size	Size		Size	Size	Size	
Jersey							
Shorts							
Socks							

Track Uniform-Additional Fees (if applicable)				
Item	Unit Cost Year 1	Unit Cost Year 2	Unit Cost Year 3	Notes
Screen Printed				
Sublimated				
Delivery				
Late add-on orders				

Track Uniform Items: Approximate turnaround time after order submitted: \_\_\_\_\_  
(# of business days)

Track Uniform Items: Approximate turnaround for late add on orders: \_\_\_\_\_ (# of  
business days)

II. Within the budgeted amounts for each Task, and with the approval of the Contract Officer, funds may be shifted from one Task sub-budget to another so long as the Contract Sum is not exceeded per Section 2.1, unless Additional Services are approved per Section 1.8.

III. The City will compensate Consultant for the Services performed upon submission of a valid invoice. Each invoice is to include:

A. Line items for all uniform items provided, including the number of each type

uniform item and the applicable price rate and fees/taxes.

B. [Where applicable: Line items for all materials and equipment properly charged to the Services.]

C. [Where applicable: Line items for all other approved reimbursable expenses claimed, with supporting documentation.]

D. [Where applicable: Line items for all approved subcontractor labor, supplies, equipment, materials, and travel properly charged to the Services.]

**IV. The total compensation for the Services shall not exceed \$\_\_\_\_\_ as provided in Section 2.1 of this Agreement.**

**EXHIBIT "D"**  
**SCHEDULE OF PERFORMANCE**

- I. **Consultant shall perform all Services timely in accordance with the applicable Task Proposal and shall complete all tasks and deliver all tangible work products by the applicable Task Completion Date pursuant to Section III of Exhibit A.**

*[Per Exhibits A, C; further detail may be filled in by City following contract award]*

- II. **Consultant shall deliver the following tangible work products to the City by the following dates: [See Section I of this Exhibit].**

*[Per Exhibits A, C; further detail may be filled in by City following contract award]*

- III. **The Contract Officer may approve extensions for performance of the Services in accordance with Section 3.2.**