

REQUEST FOR PROPOSALS



Okkodo High School Parent Teacher Student Association
is requesting proposals for:

Purchase of Uniforms

RELEASE DATE: February 22, 2023

RESPONSE DUE: March 13, 2023

GENERAL INFORMATION / BACKGROUND

The Okkodo High School (OHS) Parent Teacher Student Association (PTSA) is requesting proposals from qualified vendors to initiate the purchase of uniforms for OHS students, teachers, and staff. This will be a four-year contract starting from October 1, 2023 through September 30, 2027, with the option to renew for an additional two year term.

This Request for Proposal (RFP) describes the requested scope of services and information to be included in each proposal.

SCOPE OF WORK

The Scope of Work is intended as a guide only. The proposer is advised to add any critical tasks or elements which may have been overlooked, or delete any extraneous tasks deemed not necessary to the success of the project:

1. Uniform Contract will be awarded for four years, with an option to renew for a two-year term.
2. List all prices of uniform shorts and polo shirts separately, with prices to include application of embroidery, logos and patches. Include any other cost and price information that would be contained in a potential agreement with the OHS PTSA. In addition, include the costs for any other services that are considered optional additions.
3. Price escalation may be considered only at yearly observance of award (contract anniversary date) and upon receipt of written request from the Uniform Vendor stating reason(s) for escalation and the amount being requested. Justifying documentation **MUST** accompany price escalation request.
4. OHS PTSA does not guarantee a minimum amount of purchases in conjunction with the award of this request for proposals.
5. Uniform Vendor will supply samples of each uniform item.
6. Uniform Vendor will provide exact items specified as indicated; no substitutes unless approved in advance by the OHS PTSA.
7. Any additional services or programs the Uniform Vendor is prepared to offer are to be clearly outlined on your company's letterhead and enclosed with this proposal. If any of the additional services and/or programs identified will result in additional costs to OHS, they must be clearly presented and submitted with your proposal.
8. All vendors will be invited to present their proposals during the OHS PTSA General Assembly on **Thursday, March 16, 2023, starting at 6:45 P.M.** The OHS PTSA will assign each vendor a presentation time. Maximum presentation length is 15 minutes.

INSTRUCTIONS TO SUBMITTING VENDORS

A. Examination of Proposal Documents

By submitting a proposal, the prospective vendor represents that it has thoroughly examined and become familiar with the services required under this RFP, and that it can deliver quality services to OHS in an efficient and cost-effective & manner.

B. Questions/Clarifications

Please direct any questions regarding this RFP to the OHS PTSA via e-mail at okkodohsptsa@gmail.com. Questions must be received by 5:00 p.m. on **Thursday, March 9, 2023**. All questions received prior to the deadline will be collected and responses will be emailed by **Friday, March 10, 2023**.

C. Submission of Bid Proposals

All bid proposals shall be submitted via email to the OHS PTSA via e-mail at okkodohsptsa@gmail.com and the subject line of the email shall read, "Okkodo High School PTSA RFP – School Uniform Contract." Proposals must be received no later than **Monday, March 13, 2023 by 5:00 p.m.** All proposals received after that time will not be accepted.

D. Withdrawal of Proposals

A vendor may withdraw its proposal at any time before the due date for submission of proposals as provided in the RFP by delivering a written request for withdrawal, signed by or on behalf of, the prospective firm.

E. Rights of OHS PTSA

This RFP does not commit OHS or the OHS PTSA to enter into a Contract, nor does it obligate OHS or the OHS PTSA to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

OHS and the OHS PTSA reserve the right to:

- 1) Make the selection based on its sole discretion;
- 2) Reject any and all proposals without prejudice;
- 3) Issue subsequent Requests for Proposal;
- 4) Postpone opening for its own convenience;
- 5) Remedy technical errors in the Request of Proposal process;
- 6) Approve or disapprove the use of particular sub-contractors;
- 7) Negotiate with any, all, or none of the prospective vendors;
- 8) Solicit best and final offers from all or some of the prospective vendors;
- 9) Accept other than the lowest offer; and/or
- 10) Waive informalities and irregularities in the proposal process.

F. Contract Type

It is anticipated that a standard form professional services agreement contract will be signed subsequent to OHS PTSA review and approval of the recommended vendor.

G. Collusion

By submitting a proposal, each prospective vendor represents and warrants that; its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not

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named therein; that the prospective vendor has not directly, induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and, that the prospective vendor has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

SCHEDULE FOR SELECTION

RFP Available: February 22, 2023

Deadline for submittal of Questions: March 9, 2023

Response to Questions: March 10, 2023

Deadline for submittal of Proposal: March 13, 2023

Review, Approval & Vendor Selection: March 16, 2023

Notification to Awarded Vendor: March 17, 2023

METHOD OF SELECTION AND NOTICES

The OHS PTSA will evaluate the information provided in the submitted proposals using the following criteria as a guideline:

- Completeness and Comprehensiveness.
- Cost effectiveness.
- Quality of proposed staff.

INFORMATION TO BE SUBMITTED

1. Prospective Vendors must submit one digital copy of their proposal via email to okkodohspts@gmail.com.
2. Statement of product warranties