



**boise | centre**

**Request for Proposal**  
**Boise Centre Logo Uniforms & Apparel**

**I. GENERAL RFP INFORMATION**

<b>Date Issued</b>	Wednesday, December 5, 2018
<b>Client</b>	Greater Boise Auditorium District dba Boise Centre
<b>Address</b>	850 W. Front Street, Boise, ID 83702
<b>Primary Contact</b>	Cliff Clinger Director of Marketing <a href="mailto:cclinger@boisecentre.com">cclinger@boisecentre.com</a> 208-489-3680
<b>Web-site</b>	<a href="http://www.BoiseCentre.com">www.BoiseCentre.com</a>

**Scope of services**

Boise Centre is inviting prospective providers to submit proposals to provide uniforms and apparel on an as-and-when-required basis. Boise Centre has worked with several vendors throughout the year to provide a variety of apparel products with our own and unique logo, including, but not limited to, polo shirts (long sleeve and short sleeve), button down shirts (long sleeve and shirt sleeve), chef coats, aprons, baseball style caps, vests and cardigans in sizes ranging from S to 3XL, men's and women's. The quality of the uniform materials is an essential component of what is purchased. The logos may also be embroidered or printed, as requested, however, most products will be embroidered.

Brands previously purchased by Boise Centre include Port Authority, Tri-Mountain Performance, Devon & Jones and Port & Company.

In 2018, the following estimated quantities were purchased:

- Polo Shirts = 235
- Button Down shirts = 119
- Chef Coats / Cook Shirts = 100
- Ball caps = 122
- Knit Caps = 20

There is no guaranty that this will be the quantity or mix purchased in 2019 or thereafter.

## **2. PURPOSE OF THIS RFP**

The purpose of this RFP is to:

- Ensure that goods and services are acquired through a process that is open, fair and transparent,
- Secure the services of a uniform/apparel or promotions company that provides consistent, quality, branded apparel on a timely basis for the Boise Centre
- Ensure that pricing is reasonable and fair

## **3. CLOSING DATE AND TIME**

The closing date and time for interested bidders is Friday, January 4, 2019 at 4:00 p.m. (MST). Proposals may be submitted prior to, but no later, than the above date and time.

## **4. PROPOSAL DETAILS**

### **Requirements**

- Demonstrate previous experience in fulfilling uniform and apparel orders
- Supplier shall be able to print logos received at a minimum in the following format: Bitmap, BMP, Jfif, Jpeg, PNG, Raw and Tiff
- Product must be available in a variety of ranges, based on a US Standard clothing size
- All proposed products must be new.
- Products will be delivered to the address in the RFP
- No minimum order required to obtain pricing
- Provide quality merchandise at a competitive price in a timely manner
- Responsive account team with next day business response
- All invoices will be submitted at least monthly, on a timely basis
- The District is a tax exempt entity and no sales tax will be charged

### **Response Content**

Responses to this RFP shall be organized and scored (100 points maximum) as outlined.

- Letter of Introduction. Please provide a letter of introduction that briefly introduces your company, provides a basic company history, including the location of the office that will be primarily responsible for the work and identifying the contact person for future correspondence with respect to this RFP. (10 points)
- Company Qualifications/Experience. Please provide a detailed description of your company's qualifications and experience to provide the services required in this RFP. Please provide a list of national uniform and apparel vendors that you represent and collaborate with on a regular basis. Also include information about what sets your company apart from others providing similar service. (20 points)
- Support Service. Please explain your company's capacity and ability to provide necessary support to Boise Centre staff. Please address response time to service requests. It is preferred that the uniform/apparel or promotions company have or will establish a local office in order to facilitate meetings in person with members of the Boise Centre Marketing Department. (20 points)
- References. Please provide at least three (3) current and relevant references listing contact details and types of services provided. (10 points)
- Terms. Net 30 (10 points)
- Uniform / Apparel samples: Please provide the following samples: (30 points)
  - 1 (size L / Men's) sample of your proposed Short Sleeve Polo\*
  - 1 (Size L / Men's) sample of your proposed Long Sleeve Twill Button Down Shirt\*

\* Please have each sample clearly marked with your company name or business card securely attached so they can be returned after they have been reviewed by the Selection Committee.
- Boise Centre Uniform & Apparel Excel spreadsheet. Complete the attached spreadsheet with details regarding proposed apparel item and pricing with pricing to be good for 12 months. (Pricing needs to include all costs such as set-up, logo embroidery, freight, handling, etc.) Cost will be evaluated but is not the sole deciding factor. Quality and cost will be considered.

### **Project Timeline and Service Lengths**

This RFP is being set forth to establish a preferred provider relationship with a uniform/apparel or promotions company. All efforts will be made to purchase products through this offering, however, in the event that the vendor cannot provide the product

at a competitive price, other sources will be used. As a result, this opportunity does not represent exclusivity in this category. There is no guaranty as to volume or quantity of work.

The term of the agreement will be for 1 year, with the option to extend for 2 additional one-year periods, for a total term of up to 3 years. Either party may request a pricing refresh by providing a 90-day notice prior to the anniversary of the acceptance of the RFP.

### Services Selection Process

The selection will be made by a Selection Committee.

### Questions

Questions or requests for additional information regarding this RFP should be submitted in writing and directed to Cliff Clinger, Director of Marketing at the e-mail address above.

Questions received on or before Thursday, December 27, 2018 will be responded to within two (2) business days. Include in your e-mail "Boise Centre RFP for Uniforms & Apparel" in your subject line.

Any e-mail received after this date may or may not receive a response. Boise Centre reserves the right to post all questions and answers on its website but is not obligated to do so.

### Selection Timeline

The following steps will be taken in selecting a uniform/apparel or promotions company to provide the requested professional services.

December 7	RFP document sent to potential companies and made public
January 4	Deadline for RFP Packet submission. 4:00 p.m. (MST)
January 9	RFPs to be opened and reviewed by the Selection Committee at 10:00 a.m.
January 11	Notification

## Selection Schedule and Requirement

RFPs will be accepted by mail or hand-delivered at Boise Centre's Administrative Office located at 850 West Front Street, Boise, Idaho 83702. Proposals must be received by the deadline to be considered. Please submit RFPs in a sealed envelope marked "RFP for Uniforms & Apparel"

Responders should submit (3) three hard copies of their RFP along with the uniforms/apparel samples. A soft copy of the RFP should also be sent to [cclinger@boisecentre.com](mailto:cclinger@boisecentre.com)

## Submission Effort

- a) A proposal may be rejected if it:
  - a. is not properly sealed,
  - b. contains alterations not initialed by an authorized official,
  - c. does not meet or take exception to required terms and conditions, or
  - d. does not meet specifications.
- b) Proposal Acceptance: Boise Centre / The District reserves the right to accept or reject any proposals made to it in response to this RFP whether in whole or in part. Boise Centre / The District makes no guarantee whatsoever implied or otherwise that it will enter into a contract or agreement with any party as a result of this RFP.
- c) Cancellation of the RFP: Boise Centre / The District reserves the right, in its sole discretion, to cancel this RFP at any time.
- d) Waivers: In the interests of furthering competition, Boise Centre / The District may waive minor procedural requirements or informalities during the process of soliciting, evaluating, or negotiating this award.
- e) Submitted Materials: Materials (except merchandise samples) provided to Boise Centre / The District by broker/agency will remain at Boise Centre / The District. At the end of the proposal RFP process, all materials submitted will become the property of Boise Centre / The District, unless alternative agreements have been reached in writing. All information submitted by responders will be treated as public records in accordance with Chapter 1, Title 74, Idaho Code. Any information provided by a responder that the responder believes is exempt from public disclosure shall be clearly marked and submitted separately. The responder shall defend and indemnify Boise Centre / The District from any costs, fees, expense or liabilities incurred by Boise Centre / The District in the event of a challenge by any third party to the designation of such information as exempt from disclosure.
- f) Final approval of Bidder will be made by the Executive Director. By submitting a proposal, Bidder agrees that the decision of the Executive Director is final and not open to protest or appeal.

## **5. GENERAL TERMS AND CONDITIONS**

- A. Additions and Deletions of Service:** The District reserves the right to add and/or delete services to any agreement entered into with Bidder. The agreement may be terminated by either party at any time upon 90 days' written notice from the terminating party. Cancellation of the agreement by either party shall in no way relieve Bidder of its responsibility to complete any and all work in progress at the time of the notice and for which payment has been received by Bidder.
- B. Licenses:** By submitting a proposal, Bidder certifies that it has procured, and shall maintain in full force, all permits and licenses required to conduct its business lawfully and that it shall remain in compliance with all federal, state, and local laws that affect in any manner Bidder's fulfillment of the agreement.
- C. Anti-Kickback Provision:** The agreement is subject to the provisions of the Anti-Kickback Enforcement Act of 1986. By agreeing to the agreement, the transacting parties (i) certify that they have not paid kickbacks directly or indirectly to any District employee for the purpose of obtaining this or any other purchase order or agreement from the District and (ii) agree to cooperate fully with any federal agency investigating a possible violation of the Act.
- D. Non-Collusion/Fraud:** By submitting a proposal, Bidder warrants and certifies that neither Bidder nor its employees or associates has contacted any unauthorized District employee, officer, or elected official regarding the contents of this solicitation or the solicitation process. Bidder further warrants and certifies that neither Bidder nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in response to this solicitation. If at any time it shall be found that Bidder or its employees or associates has, in the presenting of its proposal, colluded with any other party or parties for the purpose of preventing or restricting free competitive bidding, Bidder's proposal shall be immediately rejected, any agreement awarded prior to the discovery of Bidder's collusion shall be terminated, and Bidder shall be liable for all damages sustained by the District as a result of Bidder's collusion.
- E. Conflict of Interest:** No member or spouse of the board, president, business manager or any other person holding any position or employment under said board, shall be directly or indirectly affiliated with the purchase, sale, business, work or agreement, the expense, price or consideration of which is paid from funds of said District. Additionally, an employee interested in responding to this Proposal Statement shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential

conflict of interest with the proper discharge of assigned duties and responsibilities or that creates a potential conflict of interest with the best interest of the District.

- F. General Ethical Standards:** It is a breach of ethics to offer, give or agree to give any employee or former employee of District, or for any employee or former employee of District to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or an agreement or subcontract, or to any solicitation or Proposal Statement therefore pending before this government.
- G. Equal Opportunity:** Bidder agrees not to discriminate against any employee or applicant for employment on account of any services, or activities made possible by or resulting from this RFP on the grounds of sex, race, color, creed, religion, national origin, age (except minimum age and retirement provision), marital status, or disability. Any violation of this provision shall be considered a violation of a material provision of the agreement and shall be grounds for cancellation, termination, or suspension in whole or in part of the agreement by the District which may result in ineligibility for further District agreements. Bidder shall at all times comply with all applicable local, state and federal anti-discrimination laws, rules, regulations, and requirements thereof.
- H. Transparency:** By submitting a proposal, Bidder agrees to maintain transparency of all work performed by Bidder on behalf of the District and to include disclosure of all Bidder's revenue streams resulting from said work. Bidder also agrees to provide the District with documentation of all of its marketing efforts by means of both a summary of quotes and options as well as a copy of actual insurer quotes. Bidder further agrees that it will not accept contingency compensation from the insurers with which it places insurance coverage for the District. Such contingency compensation includes, but is not limited to, Bidder's use of a placement service agreement.
- I. Right To Audit:** The District shall have the right to audit all invoices submitted by Bidder. The District shall have the right to audit all relevant data upon which Bidder's fees are based.
- J. Informal Communications:** From the date of receipt of this RFP by each Bidder until a binding agreement exists with the selected Bidder and all other Bidders have been notified, or when the District rejects all proposals, informal communications regarding this procurement shall cease. There shall be no requests from Bidders to any office or department at the District with the exception of contact for information or comments, and such contact shall be through e-mail.

- K. Formal Communications:** From the date of receipt of this RFP by each Bidder, until a binding agreement exists with the selected Bidder and all other Bidders have been notified, or when the District rejects all proposals, all communications (other than the submission of the proposal) between the District and Bidders will be through e-mails.
- L. Bidder's Costs:** Any costs incurred by a Bidder in preparing or submitting a proposal, including any costs of questions, objections, responding to inquiries, attending meeting or site tours, being interviewed, as the case may be, shall be Bidder's sole responsibility.
- M. Data in Proposal:** Bidder agrees that the District shall own all data, materials, and documentation in Bidder's proposal.
- N. Bidder's Indemnification:** Bidder shall indemnify, protect, defend, and hold harmless the District, its directors, officers, employees, and representatives from and against any and all claims arising from or connected with: (i) any alleged or actual breach by Bidder or (ii) any act or omission by Bidder and only to the extent such claim arises by negligence or intentional misconduct or as may be allowed under applicable law. Monies due or to become due to Bidder under the agreement may be retained by the District as necessary to satisfy any outstanding claim which the District may have against Bidder.
- O. RFP Addendum:** In the event that it becomes necessary to revise this RFP, in whole or in part, an addendum will be available through the District's Website at [www.boiseauditorium.com](http://www.boiseauditorium.com).
- P. Completed Proposals:** By submitting a proposal, Bidder represents that:
  - a. Bidder has read and understands this RFP and submits its proposal in accordance with the RFP, and
  - b. Bidder possesses the capabilities, equipment, and personnel necessary to provide an efficient and successful service.
- Q. Withdrawal of Proposals:** Once the documents have been received by the District, all documents become the property of the District. When documents are opened, they become public information and any restrictions put upon the District regarding the sharing of information or duplication copies after the opening will be grounds to reject all proposals.
- R. Receipt and Opening of Proposals:** A Bidder is responsible to ensure its proposal is delivered to the District by the scheduled date and time. Only those proposals which are received in a timely fashion as set forth in this RFP will receive consideration. A proposal received after the date and time designated for receipt of the proposal is automatically disqualified and will not be considered; such a late proposal will be dated, marked as received late, and placed unopened in the file. A Bidder must pay particular attention to



ensure the proposal is properly addressed. The District is not responsible if a proposal does not reach the destination specified by the appointed date and time.

- S.** Agreement Award Notification: When the evaluation process of the proposals is complete, the selected Bidder will be formally notified by mail or email. Other notifications will not be honored and should not be considered as a valid offer of award. The District reserves the right to award to more than one bidder.
  
- T.** Public Nature of Submissions: Because the District is a public agency, many documents in its possession are public records available for inspection and copying by any person. If any Bidder claims any part of any submission is exempt from disclosure under the Idaho Public Records Law, Bidder must clearly mark and segregate such materials and submit them in a separate and sealed envelope, clearly marked as "Confidential Information". In the event that such Bidder is not awarded the agreement, such confidential information will be returned upon request to such Bidder after the agreement is awarded. By submitting any confidential information, each Bidder expressly agrees to defend, indemnify, and hold the District harmless from any claim or suit arising from the District's refusal to disclose such materials.
  
- U.** Venue: It is understood and agreed by both the successful bidder and the District that venue for any litigation from this RFP process shall lie in Ada County, Idaho.

DISTRICT RESERVES THE RIGHT AT ITS SOLE DISCRETION TO MODIFY THIS RFP AND THE TERMS DESCRIBED AT ANY TIME AND FROM TIME TO TIME. ANY AGREEMENT BETWEEN DISTRICT AND A SUCCESSFUL BIDDER SELECTED BY DISTRICT MUST BE MUTUALLY SIGNED BY BOTH PARTIES FOR IT TO BE BINDING. EACH BIDDER RECOGNIZES AND ACKNOWLEDGES THAT DISTRICT HAS THE RIGHT TO AND WILL ESTABLISH NEGOTIATIONS WITH MULTIPLE PARTIES UNTIL THE SIGNED EXECUTION OF A DEFINITIVE AGREEMENT WITH THE PARTY IT SELECTS.