



Department of Purchasing

Donald R. Riley, CPPB, Procurement Specialist

REQUEST FOR QUOTE NUMBER:		16RFQ111616-DRR
WILL BE RECEIVED UNTIL	November 23, 2016	3:00 p.m. EST
DESCRIPTION: Men and Women's L/S Twill Button Down Dress Shirts		
Return to:	Donald R. Riley, CPPB, Procurement Specialist City of Stockbridge – Purchasing Department 4640 N. Henry Boulevard Stockbridge, Georgia 30281	
ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED <u>ONLY</u> TO THE PROCUREMENT SPECIALIST LISTED BELOW. BIDDERS MAY NOT HAVE CONTACT WITH CITY OFFICERS, ELECTED OFFICIALS OR CITY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE. LAST DAY FOR QUESTIONS November 18, 2016 @ 3:00 P.M. EST.		
CONTACT NAME: Donald R. Riley, CPPB	E-Mail Address : DRiley@CityofStockbridge-ga.gov	Telephone Number: (770) 389-7912 (fax only)
All information requested on this sheet must be completed. The signature block and related information on each quote sheet must also be completed. Unless specifications indicate "NO SUBSTITUTE", items determined by City of Stockbridge to be "EQUAL OR BETTER" will be given full consideration. All prices QUOTED must be "FOB DELIVERED" unless otherwise requested, and must be submitted in the format requested. The City reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the City.		
Company Name:		
Company Address:		
City	State	Zip Code
Telephone Number:	Fax Number:	E-Mail Address:
RESPONSES MUST BE DELIVERED/EMAILED TO THE PURCHASING OFFICE BY THE DATE INDICATED.		
Person submitting QUOTE: (Please Print)		Date
Title		
*Signature of the person submitting QUOTE:		
<small>*This person has binding authority to sign contracts on behalf of the responding company. By signing this form and all attachments, vendor agrees that their quote is an offer to sell. All bidders shall comply with all City of Stockbridge purchasing laws, policies, and procedures, as well as relevant state and federal laws— including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.</small>		

NO BID:

REASON: _____



Department of Purchasing

Donald R. Riley, CPPB, Procurement Specialist

REQUEST FOR E-QUOTE SPECIFICATIONS

MEN AND WOMEN'S TWILL L/S BUTTON DOWN DRESS SHIRTS for the FINANCE DEPARTMENT

1. DESCRIPTION

The City of Stockbridge Finance Department is soliciting quotes from qualified vendors to provide a men and women's Twill shirts to the City of Stockbridge.

2. CONTACT PERSON

Please contact Donald R. Riley, CPPB, Purchasing Specialist, by e-mail at DRiley@cityofstockbridge-ga.gov or fax me at (770) 389-7912 only, with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person via email only. No phone calls will be accepted. Any responses made by the City will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

3. TERM OF AGREEMENT

This procurement is for an annual contract ending 12/31/2017.

4. PRODUCT/SERVICE SPECIFICATIONS

The pricing sheets indicate only estimated items and quantities intended for procurement. The City of Stockbridge reserves the right to procure all or none of the items during the contract period.

All materials and supplies requested by the City of Stockbridge must be of professional quality, and durable material. Samples are required prior to the quote deadline. If samples are not received prior to closing of this quote the City has the rights to deem all bid non-responsive that has not submitted shirt samples prior to the closing of the quote. All items must be "NEW"; used and/or refurbished items will not be considered for an award.

4.1. Men's Twill L/S Shirts must include(s) but not limited to the following:

- 4.1.1. 55% cotton, 45% polyester with stain-release;
- 4.1.2. extra stitching at seams and buttons;
- 4.1.3. flat-felled seam finishing;
- 4.1.4. full back yoke and back pleat;
- 4.1.5. left-chest pocket;
- 4.1.6. button-down collar; and
- 4.1.7. two-button adjustable cuffs.

4.2. Women’s Twill L/S Shirts must include(s) but not limited to the following:

- 4.2.1. 55% cotton, 45% polyester with stain-release;
- 4.2.2. extra stitching at seams and buttons;
- 4.2.3. flat-felled seam finishing;
- 4.2.4. darts and princess seams;
- 4.2.5. two-button adjustable cuffs; and
- 4.2.6. spread collar.

5. PRICING SHEETS

Please provide total cost for each item. Include all cost, direct and indirect, administrative, shipping, handling and delivery cost, and all things necessary for Men and Women’s Twill Long Sleeve shirts.

Legend: XL – Extra Large; ARO – After Receipt Order; L/S – Long Sleeve

LINE	DESCRIPTION	UNIT	BRAND NAME	SIZE	ESTIMATED QTY	UNIT PRICE
1	Women’s Twill L/S*	Each		SMALL	2	\$ _____
2	Women’s Twill L/S	Each		MEDIUM	5	\$ _____
3	Women’s Twill L/S**	Each		LARGE	8	\$ _____
4	Women’s Twill L/S	Each		XL	4	\$ _____
5	Women’s Twill L/S	Each		2XL	2	\$ _____
6	Women’s Twill L/S	Each		3XL	2	\$ _____
7	Women’s Twill L/S***	Each		5XL	1	\$ _____
8	Men’s Twill L/S	Each		LARGE	8	\$ _____
9	Men’s Twill L/S	Each		XL	2	\$ _____
10	Men’s Twill L/S	Each		2XL	3	\$ _____
11	Men’s Twill L/S	Each		5XL	1	\$ _____
12	Men’s Twill L/S****	Each		6XL	1	\$ _____
13	Freight					\$ _____
	Total Cost of All items (including all fees & freight)					\$ _____
	Please provide how many calendar days ARO?	_____ No. of days ARO				

Note: Any quantities shown are estimates. By giving these quantities as estimates, the City of Stockbridge does not obligate itself to purchase any quantity whatsoever. Vendor agrees to sell to the City at the unit price bid regardless of actual quantity ordered. All substitutions has to be equal or greater in grade, and/or quality. Please include the warranty information for each of the products bidding upon.

*This shirt must come in a small petite shirts. **This shirt must come in a large petite for 2 of the 7 shirts. ***This shirt must come in a 5XL, Tall, long in women shirt sizes. ****This shirt must come in a 6XL, Tall, long in men shirt sizes.