



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

Winner 2000- 2009 Achievement of Excellence in Procurement Award
National Purchasing Institute

Cecil S. Moore, Director



REQUEST FOR QUOTE NUMBER: 11RD79495BR

WILL BE RECEIVED UNTIL 7/28/2011 at 2:00 p.m. EST

DESCRIPTION: Girls Youth Leadership Program Apparel - Fulton County Human Services Department

Effective September 1, 2008, the Department of Purchasing & Contract Compliance will only accept responses to quotes electronically using our on-line Vendor Self Service system at www.fultonvendorelfservice.co.fulton.ga.us. You must be a registered vendor in order to respond to quotes.

ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED ONLY TO THE PURCHASING CONTACT PERSON LISTED BELOW. BIDDERS MAY NOT HAVE CONTACT WITH COUNTY OFFICERS, ELECTED OFFICIALS OR COUNTY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.

CONTACT NAME:
Rodney E. Dority

E-Mail Address :
Rodney.dority@fultoncountyga.gov

Telephone Number:
(404) 612-5821

All information requested on this sheet must be completed. Unless specifications indicate "NO SUBSTITUTE", items determined by Fulton County 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 County 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 County.

Company Name:

Company Address:

City

State

Zip Code

Telephone Number:

Fax Number:

E-Mail Address:

RESPONSES MUST BE SUBMITTED ON-LINE AT www.fultonvendorelfservice.co.fulton.ga.us BY THE TIME AND DATE INDICATED.

Person submitting QUOTE: (Please Print)

Date

Title

*Signature of the person submitting QUOTE:

*The individual submitting this e-quote must have binding authority to submit contracts on behalf of the responding company. By submitting a response, vendor agrees that their quote is an offer to sell. All bidders shall comply with all Fulton County 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.

7/28/2011 at 2:00 p.m. EST

REQUEST FOR QUOTE

GENERAL TERMS AND CONDITIONS

The following provisions are hereby made a part of this Request for Quote. Any contract or purchase order awarded as the result of this request shall be governed by these General Terms and Conditions. By submission of your responses to this quote, vendor agrees to furnish the product(s) and/or service(s) pursuant to these conditions.

1. **GENERAL.** These provisions are standard for all County contracts. The County may delete or modify any of these standard provisions for a particular contract or purchase order by indicating a change in the special instructions or provisions. **Any vendor accepting a purchase order award as the result of this request agrees that the provisions included within this Request for Quote shall prevail over any conflicting provision within any standard form contract of the vendor.**
2. **SUBMISSION OF RESPONSES.** Responses must be submitted for quotes on-line via the Vendor Self Service system at <https://fultonvendorselfservice.co.fulton.ga.us/webapp/VSSPROD/Advantage>. Response to quotes must be received no later than 2:00 p.m. on the date indicated.
3. **AMENDMENTS TO THE REQUEST FOR QUOTE.** Any amendment to pricing is valid only if in writing and issued by the County.
4. **NON-COLLUSION.** Bidder certifies that this bid is made without prior understanding, agreement or connection with any other corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. Bidder further understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards. Bidder agrees to abide by all conditions of this bid and certifies that person signing is authorized to sign this bid or proposal for the bidder.
5. **CONFLICT OF INTEREST.** Vendor states that no County officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the County.
6. **BASIS OF AWARD.** The County shall award to the overall lowest responsible and responsive vendor complying with the provisions of the Request for Quote. The following criteria may be considered by the County in selecting the most advantageous quote: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) vendor references. The County 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 County.
7. **SAMPLES.** Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Vendor at the Vendor's expense. Samples of selected items may be retained for comparison purposes.
8. **NEW.** All items bid must be new. Used, rebuilt and refurbished items will not be considered unless specifically authorized by Fulton County in the written specifications.
9. **BRAND NAME SPECIFICATIONS AND APPROVED EQUIVALENTS.** Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The Vendor may offer any equivalent product which meets or exceeds the specifications. If quotations are based on equivalent products, the quote must: a) Indicate the alternate manufacturer's name and catalog number; b) Include complete descriptive literature and/or specifications; c) Include proof that the proposed equivalent will meet the specifications. The County reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If Bidder fails to name a substitute, goods identical to the published standard must be furnished.

10. **INDEMNIFICATION.** Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless the County, it's Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, it's directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with it's acceptance, of the performance, or nonperformance, of it's obligations under this agreements.
11. **TAXES.** Fulton County is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.
12. **DELIVERY.** All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.
13. **RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT.** If any item furnished by the Vendor fails to conform to specifications, or to the sample submitted by the Vendor, the County may reject it. Upon rejection, the Vendor must promptly reclaim and remove such item without expense to the County, and shall immediately replace all such rejected items with others conforming to such specification and samples. If the Vendor fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual cost to the County. If the Vendor fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.
14. **INVOICES AND PAYMENT TERMS.** Invoices are to be mailed to the County department specified on the resulting purchase order or master agreement. All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The County payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County and the correct invoice is received in the office specified on the purchase order.
15. **LEGAL REQUIREMENTS.** Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of quote and disputes about quotes. Lack of knowledge by any Vendor about applicable law is not a defense.
16. **ASSIGNMENT.** Any purchase order awarded shall not be assignable by the Vendor without the express written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.
17. **REJECTION OF BID.** Bids may be considered irregular and may be rejected if they show omissions, alternations of form, additions not called for, conditions, limitations, unauthorized alternate bids or other irregularities of any kind. The County reserves the right to waive minor technicalities or irregularities of bid.
18. **TERMINATION.** In the event any of the provisions of the purchase order are violated, the County may serve written notice of its intention to terminate the purchase order. Such notice will state the reason(s) for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the purchase order shall, upon expiration of ten (10) days, be terminated. Further, the County reserves the right to terminate for its convenience any purchase order in whole or in part upon giving thirty (30) days prior written notice to the other party.
19. **DEBARMENT.** If a Bidder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the Bidder must provide the County with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required, may result in the disqualification of your bid from consideration or termination of the purchase order, once awarded.

20. **RIGHT TO PROTEST.** Any actual or prospective Bidder who is aggrieved in connection with a solicitation or award of a contract/purchase order must submit its protest in writing to the Director of Purchasing & Contract Compliance, 130 Peachtree St. S.W., Suite 1168, Atlanta, GA 30303. A protest must be submitted to the Director of Purchasing & Contract Compliance in writing within 14 days after such aggrieved entity knows or should have known of the solicitation, the award of contract/purchase order to another or other acts giving rise to a protest. An oral protest or a protest to an official, employee, user department, or other person apart from the Director of Purchasing does not comply with Fulton County Code Section 2-324 and does not toll the protest time period.

SIGNATURE BELOW IS THAT OF A PERSON AUTHORIZED TO SIGN CONTRACTS FOR THE QUOTING COMPANY WHO HAS READ, UNDERSTANDS, AND AGREES TO COMPLY WITH THE ABOVE GENERAL TERMS AND CONDITIONS.

COMPANY: _____ **SIGNATURE:** _____

NAME: _____ **TITLE:** _____ **DATE:** _____

THIS SIGNED FORM MUST BE SUBMITTED WITH YOUR BID. FAILURE TO DO SO MAY RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.

REQUEST FOR QUOTE SPECIFICATIONS
Quote Number: 11RD79495BR
Opening Date: 7/28/2011 at 2:00 p.m. EST

Youth Leadership Academy–Girls Apparel
Human Services Department

1. DESCRIPTION

The Fulton County Department of Purchasing & Contract Compliance is soliciting quotes from qualified vendors to provide Girls Youth Leadership Program Apparel for the Fulton County Human Services Department.

2. CONTACT PERSON

Please contact Rodney E. Dority, Procurement Officer, at (404) 612-5821 or by e-mail Rodney.dority@fultoncountyga.gov, with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person. Any responses made by the County will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

You must be registered in the County's AMS System in order for the Department of Purchasing & Contract Compliance to issue your company a Purchase Order or to receive payments. If you are not a registered vendor you may access and complete the vendor application via the County's Vendor Registration website (www.fultonvendorservice.co.fulton.ga.us). You must provide a copy of your current Business License in order to complete the vendor registration process.

If your company is a registered vendor, you can respond to all quotes online and in real time on this website.

3. PRODUCT/SERVICE SPECIFICATIONS

Girls Youth Leadership Program Apparel

4. PRICING SHEETS

1. Girls' Short Sleeve Ruffle Collar Peter Pan Blouse, Chambray Blue, Peter Pan collar framed in ruffles. Straight-finished bottom hem. Top-of-hip length. 100% cotton. Machine wash. Imported. **Size: Child Small – 5 each**, The Fulton County Human Services Department Office of Children and Youth will provide art work for embroidery.

Unit Price: \$ _____ **Total Price: \$:** _____

2. Girls' Short Sleeve Ruffle Collar Peter Pan Blouse, Chambray Blue, Peter Pan collar framed in ruffles. Straight-finished bottom hem. Top-of-hip length. 100% cotton. Machine wash. Imported. **Size: Child Medium – 10 each**, The Fulton County Human Services Department Office of Children and Youth will provide art work for embroidery.

Unit Price: \$ _____ **Total Price: \$:** _____

3. Girls' Short Sleeve Ruffle Collar Peter Pan Blouse, Chambray Blue, Peter Pan collar framed in ruffles. Straight-finished bottom hem. Top-of-hip length. 100% cotton. Machine wash. Imported. **Size: Child Large – 5 each**, The Fulton County Human Services Department Office of Children and Youth will provide art work for embroidery.

Unit Price: \$ _____ **Total Price: \$:** _____

4. Girls' Short Sleeve Ruffle Collar Peter Pan Blouse, Chambray Blue, Peter Pan collar framed in ruffles. Straight-finished bottom hem. Top-of-hip length. 100% cotton. Machine wash. Imported. **Size: Child Extra Large – 5 each**, The Fulton County Human Services Department Office of Children and Youth will provide art work for embroidery.

Unit Price: \$ _____ **Total Price: \$:** _____

5. Girls' Short Sleeve Ruffle Collar Peter Pan Blouse, Chambray Blue, Peter Pan collar framed in ruffles. Straight-finished bottom hem. Top-of-hip length. 100% cotton. Machine wash. Imported. **Size: Child Small- 5 each**, The Fulton County Human Services Department Office of Children and Youth will provide art work for embroidery.

Unit Price: \$ _____ **Total Price: \$:** _____

6. Girls' Short Sleeve Ruffle Collar Peter Pan Blouse, Chambray Blue, Peter Pan collar framed in ruffles. Straight-finished bottom hem. Top-of-hip length. 100% cotton. Machine wash. Imported. **Size: Child Medium – 10 each**, The Fulton County Human Services Department Office of Children and Youth will provide art work for embroidery.

Unit Price: \$ _____ **Total Price: \$:** _____

7. Girls' Short Sleeve Ruffle Collar Peter Pan Blouse, Chambray Blue, Peter Pan collar framed in ruffles. Straight-finished bottom hem. Top-of-hip length. 100% cotton. Machine wash. Imported. **Size: Child Large – 5 each**, The Fulton County Human Services Department Office of Children and Youth will provide art work for embroidery.

Unit Price: \$ _____ **Total Price: \$:** _____

8. Girls' Short Sleeve Ruffle Collar Peter Pan Blouse, Chambray Blue, Peter Pan collar framed in ruffles. Straight-finished bottom hem. Top-of-hip length. 100% cotton. Machine wash. Imported. **Size: Child Extra Large – 5 each**, The Fulton County Human Services Department Office of Children and Youth will provide art work for embroidery.

Unit Price: \$ _____ **Total Price: \$:** _____

9. Girls' Short Sleeve Feminine Fit Interlock Polo Shirt Classic Navy100% cotton. **Size: Child Small – 5 each**. The Fulton County Human Services Department Office of Children and Youth will provide art work for embroidery.

Unit Price: \$ _____ **Total Price: \$:** _____

10. Girls' Short Sleeve Feminine Fit Interlock Polo Shirt Classic Navy100% cotton. **Size: Child Medium – 10 each**. The Fulton County Human Services Department Office of Children and Youth will provide art work for embroidery.

Unit Price: \$ _____ **Total Price: \$:** _____

11. Girls' Short Sleeve Feminine Fit Interlock Polo Shirt Classic Navy100% cotton. **Size: Child Large – 5 each**. The Fulton County Human Services Department Office of Children and Youth will provide art work for embroidery.

Unit Price: \$ _____ **Total Price: \$:** _____

12. Girls' Short Sleeve Feminine Fit Interlock Polo Shirt Classic Navy100% cotton. **Size: Child Extra Large – 5 each**. The Fulton County Human Services Department Office of Children and Youth will provide art work for embroidery.

Unit Price: \$ _____ **Total Price: \$:** _____

13. Girls Mesh Polo Dress Chambray Blue100% cotton performance fabric fights wrinkles. **Size: Child Small – 5 each**. The Fulton County Human Services Department Office of Children and Youth will provide art work for embroidery.

Unit Price: \$ _____ **Total Price: \$:** _____

14. Girls Mesh Polo Dress Chambray Blue100% cotton performance fabric fights wrinkles. **Size: Child Medium – 10 each**. The Fulton County Human Services Department Office of Children and Youth will provide art work for embroidery.

Unit Price: \$ _____ **Total Price: \$:** _____

15. Girls Mesh Polo Dress Chambray Blue100% cotton performance fabric fights wrinkles. **Size: Child Large – 5 each**. The Fulton County Human Services Department Office of Children and Youth will provide art work for embroidery.

Unit Price: \$ _____ **Total Price: \$:** _____

16. Girls Mesh Polo Dress Chambray Blue 100% cotton performance fabric fights wrinkles. **Size: Child Extra Large – 5 each.** The Fulton County Human Services Department Office of Children and Youth will provide art work for embroidery.

Unit Price: \$ _____ **Total Price: \$:** _____

17. Girls' Short Sleeve Feminine Fit Super-T Shirt Chambray Blue 100% Cotton. **Size: Child Small – 5 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for screen printing.

Unit Price: \$ _____ **Total Price: \$:** _____

18. Girls' Short Sleeve Feminine Fit Super-T Shirt Chambray Blue 100% Cotton. **Size: Child Medium- 10 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for screen printing.

Unit Price: \$ _____ **Total Price: \$:** _____

19. Girls' Short Sleeve Feminine Fit Super-T Shirt Chambray Blue 100% Cotton. **Size: Child Large – 5 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for screen printing.

Unit Price: \$ _____ **Total Price: \$:** _____

20. Girls' Short Sleeve Feminine Fit Super-T Shirt Chambray Blue 100% Cotton. **Size: Child Extra Large- 5 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for screen printing.

Unit Price: \$ _____ **Total Price: \$:** _____

21. Girls' Short Sleeve Feminine Fit Super-T Shirt. Classic Navy 100% Cotton Slightly shorter sleeves, shaped through the waist for a more feminine fit. **Size: Child Small – 5 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for screen printing.

Unit Price: \$ _____ **Total Price: \$:** _____

22. Girls' Short Sleeve Feminine Fit Super-T Shirt. Classic Navy 100% Cotton Slightly shorter sleeves, shaped through the waist for a more feminine fit. **Size: Child Medium – 10 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for screen printing.

Unit Price: \$ _____ **Total Price: \$:** _____

23. Girls' Short Sleeve Feminine Fit Super-T Shirt. Classic Navy 100% Cotton Slightly shorter sleeves, shaped through the waist for a more feminine fit. **Size: Child Large – 5 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for screen printing.

Unit Price: \$ _____ **Total Price: \$:** _____

24. Girls' Short Sleeve Feminine Fit Super-T Shirt. Classic Navy 100% Cotton Slightly shorter sleeves, shaped through the waist for a more feminine fit. **Size: Child Extra Large – 5 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for screen printing.

Unit Price: \$ _____ **Total Price: \$:** _____

25. Girls' Short Sleeve Feminine Fit Super-T Shirt Grey Heather 100% Cotton Slightly shorter sleeves, shaped through the waist for a more feminine fit. **Size: Child Small – 5 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for screen printing.

Unit Price: \$ _____ **Total Price: \$:** _____

26. Girls' Short Sleeve Feminine Fit Super-T Shirt Grey Heather 100% Cotton Slightly shorter sleeves, shaped through the waist for a more feminine fit. **Size: Child Medium – 10 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for screen printing.

Unit Price: \$ _____ **Total Price: \$:** _____

27. Girls' Short Sleeve Feminine Fit Super-T Shirt Grey Heather 100% Cotton Slightly shorter sleeves, shaped through the waist for a more feminine fit. **Size: Child Large – 5 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for screen printing.

Unit Price: \$ _____ **Total Price: \$:** _____

28. Girls' Short Sleeve Feminine Fit Super-T Shirt Grey Heather 100% Cotton Slightly shorter sleeves, shaped through the waist for a more feminine fit. **Size: Child Extra Large – 5 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for screen printing.

Unit Price: \$ _____ **Total Price: \$:** _____

29. Girls Athletic Jacket Dark Navy 100% Polyester Slightly shaped waist for a more feminine fit, 100% polyester with a comfortable mesh lining, two zippered pockets for storage. **Size; Child Small – 5 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for embroidery.

Unit Price: \$ _____ **Total Price: \$:** _____

30. Girls Athletic Jacket Dark Navy 100% Polyester Slightly shaped waist for a more feminine fit, 100% polyester with a comfortable mesh lining, two zippered pockets for storage. **Size; Child Medium – 10 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for embroidery.

Unit Price: \$ _____ **Total Price: \$:** _____

31. Girls Athletic Jacket Dark Navy 100% Polyester Slightly shaped waist for a more feminine fit, 100% polyester with a comfortable mesh lining, two zippered pockets for storage. **Size; Child Large – 5 each.** The Human Services Department,

Unit Price: \$ _____ **Total Price: \$:** _____

32. Girls Athletic Jacket Dark Navy 100% Polyester Slightly shaped waist for a more feminine fit, 100% polyester with a comfortable mesh lining, two zippered pockets for storage. **Size; Child Extra Large – 5 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for embroidery.

Unit Price: \$ _____ **Total Price: \$:** _____

33. Tailored and embroidered blazers with gold buttons with matching skirts and pants Classic Navy 55% polyester/45% wool. Feminine cut falls higher on the hip for a better fit, Full-lined. **Blazers must be measured and fitted. Size: Small – 5 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for embroidered patch.

Unit Price: \$ _____ **Total Price: \$:** _____

34. Tailored and embroidered blazers with gold buttons with matching skirts and pants Classic Navy 55% polyester/45% wool. Feminine cut falls higher on the hip for a better fit, Full-lined. **Blazers must be measured and fitted. Size: Medium – 10 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for embroidered patch.

Unit Price: \$ _____ **Total Price: \$:** _____

- 35 Tailored and embroidered blazers with gold buttons with matching skirts and pants Classic Navy 55% polyester/45% wool. Feminine cut falls higher on the hip for a better fit, Full-lined. **Blazers must be measured and fitted. Size: Large – 5 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for embroidered patch.

Unit Price: \$ _____ Total Price: \$: _____

- 36 Tailored and embroidered blazers with gold buttons with matching skirts and pants Classic Navy 55% polyester/45% wool. Feminine cut falls higher on the hip for a better fit, Full-lined. **Blazers must be measured and fitted. Size: Extra Large – 5 each .** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for embroidered patch.

Unit Price: \$ _____ Total Price: \$: _____

- 37 Tailored and embroidered blazers with gold buttons with matching skirts and pants Classic Navy 55% polyester/45% wool. Feminine cut falls higher on the hip for a better fit, Full-lined. **Skirts must be measured and fitted. Size: Small- 5 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for embroidered patch.

Unit Price: \$ _____ Total Price: \$: _____

- 38 Tailored and embroidered blazers with gold buttons with matching skirts and pants Classic Navy 55% polyester/45% wool. Feminine cut falls higher on the hip for a better fit, Full-lined. **Skirts must be measured and fitted. Size: Medium – 10 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for embroidered patch.

Unit Price: \$ _____ Total Price: \$: _____

- 39 Tailored and embroidered blazers with gold buttons with matching skirts and pants Classic Navy 55% polyester/45% wool. Feminine cut falls higher on the hip for a better fit, Full-lined. **Skirts must be measured and fitted. Size: Large – 5 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for embroidered patch.

Unit Price: \$ _____ Total Price: \$: _____

40. Tailored and embroidered blazers with gold buttons with matching skirts and pants Classic Navy 55% polyester/45% wool. Feminine cut falls higher on the hip for a better fit, Full-lined. **Skirts must be measured and fitted. Size: X Large – 5 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for embroidered patch.

Unit Price: \$ _____ Total Price: \$: _____

- 41 Tailored and embroidered blazers with gold buttons with matching skirts and pants Classic Navy 55% polyester/45% wool. Feminine cut falls higher on the hip for a better fit, Full-lined. **Pants must be measured and fitted. Size: Small – 5 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for embroidered patch.

Unit Price: \$ _____ **Total Price: \$:** _____

- 42 Tailored and embroidered blazers with gold buttons with matching skirts and pants Classic Navy 55% polyester/45% wool. Feminine cut falls higher on the hip for a better fit, Full-lined. **Pants must be measured and fitted. Size: Medium – 10 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for embroidered patch.

Unit Price: \$ _____ **Total Price: \$:** _____

- 43 Tailored and embroidered blazers with gold buttons with matching skirts and pants Classic Navy 55% polyester/45% wool. Feminine cut falls higher on the hip for a better fit, Full-lined. **Pants must be measured and fitted. Size: Large- 5 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for embroidered patch.

Unit Price: \$ _____ **Total Price: \$:** _____

- 44 Tailored and embroidered blazers with gold buttons with matching skirts and pants Classic Navy 55% polyester/45% wool. Feminine cut falls higher on the hip for a better fit, Full-lined. **Pants must be measured and fitted. Size: Extra Large – 5 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for embroidered patch.

Unit Price: \$ _____ **Total Price: \$:** _____

45. Girls' Fine Gauge Cotton Cardigan Sweater Classic Navy 100% Cotton. **Size: Child Small – 5 each .** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for embroidered patch.

Unit Price: \$ _____ **Total Price: \$:** _____

46. Girls' Fine Gauge Cotton Cardigan Sweater Classic Navy 100% Cotton. **Size: Child Medium – 10 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for embroidered patch.

Unit Price: \$ _____ **Total Price: \$:** _____

47. Girls' Fine Gauge Cotton Cardigan Sweater Classic Navy 100% Cotton. **Size: Child Large – 5 each.** The Human Services

Unit Price: \$ _____ **Total Price: \$:** _____

48. Girls' Fine Gauge Cotton Cardigan Sweater Classic Navy 100% Cotton. **Size: Child Extra Large – 5 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for embroidered patch.

Unit Price: \$ _____ **Total Price: \$:** _____

49. Uniform Girls' Long Sleeve Secretary Blouse. White. Soft 60% cotton 40% polyester fabric. Ruffles on collar and cuffs add a feminine touch. **Size: Child Small – 5 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for embroidery.

Unit Price: \$ _____ **Total Price: \$:** _____

50. Uniform Girls' Long Sleeve Secretary Blouse. White. Soft 60% cotton 40% polyester fabric. Ruffles on collar and cuffs add a feminine touch. **Size: Child Medium – 10 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for embroidery.

Unit Price: \$ _____ **Total Price: \$:** _____

51. Uniform Girls' Long Sleeve Secretary Blouse. White. Soft 60% cotton 40% polyester fabric. Ruffles on collar and cuffs add a feminine touch. **Size: Child Large – 5 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for embroidery.

Unit Price: \$ _____ **Total Price: \$:** _____

52. Uniform Girls' Long Sleeve Secretary Blouse. White. Soft 60% cotton 40% polyester fabric. Ruffles on collar and cuffs add a feminine touch. **Size: Child Extra Large – 5 each.** The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for embroidery.

53. Bella (Brand) Girly Jersey Tee. Baby Blue. 4.2 oz. 100% preshrunk combed ring spun cotton. **Size: Adult Large – 3 each.** The shirt shall display "STAFF" on the left arm sleeve. The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for screen print.

Unit Price: \$ _____ **Total Price: \$:** _____

54. Bella (Brand) Girly Jersey Tee. Baby Blue. 4.2 oz. 100% preshrunk combed ring spun cotton. **Size: 3XL – 1 each.** The shirt shall display "STAFF" on the left arm sleeve. The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for screen print.

Unit Price: \$ _____ **Total Price: \$:** _____

55. Bella (Brand) Girly Jersey Tee. Navy Blue. 4.2 oz. 100% preshrunk combed ring spun cotton. **Size: Adult Large – 3 each.** The shirt shall display “STAFF” on the left arm sleeve. The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for screen print.

Unit Price: \$ _____ **Total Price: \$:** _____

56. Bella (Brand) Girly Jersey Tee. Navy Blue. 4.2 oz. 100% preshrunk combed ring spun cotton. **Size: 3XL – 1 each.** The shirt shall display “STAFF” on the left arm sleeve. The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for screen print.

Unit Price: \$ _____ **Total Price: \$:** _____

57. Bella (Brand) Girly Jersey Tee. Deep Heather. 4.2 oz. 100% preshrunk combed ring spun cotton. **Size: Large – 3 each.** The shirt shall display “STAFF” on the left arm sleeve. The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for screen print.

Unit Price: \$ _____ **Total Price: \$:** _____

58. Bella (Brand) Girly Jersey Tee. Deep Heather. 4.2 oz. 100% preshrunk combed ring spun cotton. **Size: 3XL – 1 each.** The shirt shall display “STAFF” on the left arm sleeve. The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for screen print.

Unit Price: \$ _____ **Total Price: \$:** _____

59. Hanes® Stedman® - Ladies 7-Ounce Pique Knit Sport Shirt. 035X. light Blue, 7-ounce, 100% cotton pique. Flat knit collar and open hem sleeves, Side-seamed for a contoured fit, 4-button placket dyed-to-match buttons, double-needle hem. **Size: Adult Large – 3 each.** The shirt shall display “STAFF” on the left arm sleeve. The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for embroidery.

Unit Price: \$ _____ **Total Price: \$:** _____

60. Hanes® Stedman® - Ladies 7-Ounce Pique Knit Sport Shirt. 035X. light Blue, 7-ounce, 100% cotton pique. Flat knit collar and open hem sleeves, Side-seamed for a contoured fit, 4-button placket dyed-to-match buttons, double-needle hem. **Size: Adult 3XL – 1 each.** The shirt shall display “STAFF” on the left arm sleeve. The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for embroidery.

Unit Price: \$ _____ **Total Price: \$:** _____

61. Hanes® Stedman® - Ladies 7-Ounce Pique Knit Sport Shirt. 035X. Deep Navy, 7-ounce, 100% cotton pique. Flat knit collar and open hem sleeves, Side-seamed for a contoured fit, 4-button placket dyed-to-match buttons, double-needle hem. **Size: Adult Large – 3 each.** The shirt shall display “STAFF” on the left arm sleeve. The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for embroidery.

Unit Price: \$_____ **Total Price: \$:**_____

62. Hanes® Stedman® - Ladies 7-Ounce Pique Knit Sport Shirt. 035X. Deep Navy, 7-ounce, 100% cotton pique. Flat knit collar and open hem sleeves, Side-seamed for a contoured fit, 4-button placket dyed-to-match buttons, double-needle hem. **Size: Adult 3XL – 1 each.** The shirt shall display “STAFF” on the left arm sleeve. The Human Services Department, Office of Children and Youth will provide vendor with electronic art template needed for embroidery.

Unit Price: \$_____ **Total Price: \$:**_____

5. SPECIAL CONDITIONS/INSTRUCTIONS

[Insert any special conditions/instructions not covered in the General Terms and Conditions]

6. INSURANCE & RISK MANAGEMENT PROVISIONS

[Insurance only applies to service bids, do not insert in goods and commodity bids].