



## **LEGAL NOTICE**

**REQUEST FOR BID  
SEALED BID 14-043**

**For**

**UNIFORMS, APPAREL, AND PROMOTIONAL ITEMS**

**For**

**ST. CHARLES COUNTY GOVERNMENT  
ST. CHARLES, MISSOURI**

St. Charles County is seeking bids for **Uniforms, Apparel, and Promotional Items**. The vendor must guarantee the quoted prices for a period of one year. The County, with the consent of the vendor, shall have the option for two (2) one year extensions under the same terms and conditions. The county reserves the right to terminate the contract for any violation, by the successful bidder, of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party time to remedy any deficiencies.

## BID INSTRUCTIONS

One[1] signed original and one [1] signed copy of the bid must be received in a sealed envelope plainly marked “**Sealed Bid 14-043 Uniforms, Apparel, and Promotional Items**” with the date and time of the bid opening in the lower left corner of the envelope.

An authorized representative of the company/person submitting the bid must sign the bid, in blue ink.

Bids must be submitted to the St. Charles County Finance Department, 201 North Second Street Room 541 St. Charles MO 63301 prior to the bid opening.

**Bid opening will be on 1/28/2014 at 2:00 P.M.** , in **Room 523** of the St. Charles County Administration Building, 201 North Second Street, St. Charles, MO 63301.

St. Charles County reserves the right to accept and/or reject any and all bids.

Bid results may be obtained by emailing a request to the St. Charles County Purchasing Manager at [purchasing@sccmo.org](mailto:purchasing@sccmo.org), **no phone calls please**. Include the name and number of the bid and date of the bid opening when requesting the results. The time it takes for final bid results to be made public depends on the complexity of the project and the cost of the project.

### BID INQUIRIES

All questions or clarifications concerning this Request for Bid must be submitted in writing via E-mail (preferred), mail or fax to:

Kurt Mandernach, Purchasing Manager  
St. Charles County Government  
Finance Department  
201 North Second St  
St. Charles, Missouri 63301  
Fax: (636)949-7589  
[purchasing@sccmo.org](mailto:purchasing@sccmo.org)

- The bid number and title shall be referenced on all correspondence.
- All questions must be received no later than **5:00 PM** on **1/21/2014**. Any question received after this deadline may not be answered.

**Responses to questions/clarifications will be placed on the County’s website <http://finance.sccmo.org/finance>. Check this website frequently for updates and any addendum that are issued.**

### Prohibited Communication

**Contact with any representative, other than through the procedure outlined in the section titled “Bid Inquiries”, concerning this request is prohibited PRIOR TO BID OPENING. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and their Agents within St. Charles County. Any Offeror engaging in such prohibited communications prior to Bid Opening may be disqualified at the sole discretion of St. Charles County.**

### TERMS AND CONDITIONS

- St. Charles County reserves the right to reject any and all bids or parts of a bid and waive technicalities, and to adjust quantities.
- All bids will be considered final. No additions, deletions, corrections, or adjustments will be accepted after the time of bid opening.
- All delivery costs or charges must be included in the F.O.B. destination bid price.
- City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to St. Charles County and must be excluded.
- The contract shall be effective for the approximate twelve (12) month period from the date of the notice of award.
- The County, with the consent of the vendor, shall have the option to renew said contract for two (2) additional twelve (12) month periods at the same specifications and terms and conditions of any contract that may be derived from this request for proposal.
- The electronic version of this bid/RFP is available upon request. The document was entered into WORD for Microsoft Windows. The Purchasing Office does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this bid/RFP on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.
- Vendors are required to clearly identify any deviations from the specifications in this document.
- An authorized officer of the company submitting the bid must sign all bids, in blue ink.
- Vendors must submit two [2] signed copies of their bid; one is to be an original and so marked.
- All prices and notations must be in blue ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in blue ink by the person signing the bid.
- St. Charles County will not award any bid to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent Federal, State or Local taxes, fees and licenses.
- Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as "No Bid" and "Void" and will not be opened.
- The successful bidder is specifically denied the right of using in any form or medium the names of St. Charles County or any other public entity within the St. Charles County for public advertising unless express written permission is granted.
- All bidders must possess the necessary and appropriate business and/or professional licenses in their field.
- Award will be made to the low responsive, responsible bidder, or to the offeror whose proposal is most advantageous to the County, price and other factors considered. When payments are to be made to the County, award will be made to the most advantageous offer.

- County reserves the right to accept any item or group of items offered, unless the bidder qualifies his bid by specific limitations. The bid can be on an "all or none" basis if wording in the bid so states and if all items solicited are included in the bid.
- When applicable, provide unit prices and extension prices. Where there is disagreement in the unit and extension prices, the unit price shall govern.

**Employment of Unauthorized Aliens Prohibited (*Missouri Revised Statutes Section 285.530*)**

As a condition for the award of any contract or grant in excess of five thousand dollars by St. Charles County to a business entity, the business entity shall, by sworn affidavit and provision of documentation\*\*, affirm its enrollment and participation in a federal work authorization program (**E-Verify**) with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program (**E-Verify**) and shall verify the employment eligibility of every employee in the employer’s hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

Any entity contracting with St. Charles County shall only be required to provide the referenced affidavit on an annual basis. A copy of the affidavit is included in this bid request. Vendors may choose to send the required documentation using one of the following options:

- Send the notarized affidavit and E-Verify MOU signature page to: St. Charles County, Attn: Purchasing Manager, 201 N Second Street, Room 541, St. Charles, MO 63301 prior to responding to any solicitations; **OR**
- Send the notarized affidavit and E-Verify MOU signature page along with a bid solicitation response.

These documents will be kept on file. The notarized affidavit will remain current for **one year** from the date of the notarized affidavit.

**\*\* PLEASE NOTE:**

***Acceptable enrollment and participation documentation consists of a valid copy of the signature page of the E-Verify Memorandum of Understanding, completed and signed by the Contractor, and the Department of Homeland Security - Verification Division  
The online address to enroll in the E-verify program is:***

<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>

**OPEN RECORDS**

Any and all information contained in or submitted with the bid becomes a public record subject

to the Missouri Sunshine Law when the bids are opened. If the bidder believes that any information contained in or submitted with the bid is protected from disclosure by the Missouri Sunshine Law, the bidder must clearly identify what information the bidder believes is so protected and must also clearly identify the legal basis therefor.

**BID SPECIFICATIONS**

St. Charles County seeks a vendor(s) to supply the County with all apparel featuring the County logo as well as work clothing and logo promotional items. Currently, departments bid clothing separately resulting in an inconsistent look that does not meet the County's new brand standards.

Currently the County has approximately 1,000 employees and is spending an estimated \$15,000 to \$20,000 annually on clothing.

This bid opportunity will allow all County departments that purchase clothing featuring the County logo or purchase clothing as part of a uniform (non-law enforcement) to purchase from a single or limited number of vendors. The County seeks a vendor(s) who can provide a secure online store where separate County departments can place orders at any time for pre-approved clothing items, including pre-approved colors and logo styles (for example, providing selections of shirts only in cool and neutral color palettes and pre-determining with the County before the launch of the online store whether a full-color, white or black logo would look best on a particular color of clothing). In addition to handling purchases from various County departments, a vendor(s) must be able to process individual purchases by County employees who wish to purchase their own clothing items at any time using a personal credit card, paying tax, but receiving the bid rate.

For promotional items, this bid opportunity will also allow all County departments to purchase from a single or limited number of vendors. The County seeks a vendor(s) who can provide a secure online store where separate County departments can place orders for promotional items, such as pens, cups, etc. Like clothing, the County will work with the vendor(s) to pre-determine the items available, including colors and logo styles.

For clothing and promotional items, a vendor(s) must also be flexible in their ability to add item requests to the online store(s) during the contract term.

The list products represented below is not all inclusive, but a sampling of the types of clothing and promotional items that may be purchased by the County over the next 12 months. Additional items that are similar may also be purchased from the approved vendor(s) at discounted bid prices. The County will not guarantee the quantity of items or what items that may be purchased.

The County would like the vendor(s) to provide online ordering for clothing and promotional items by departments as well as individual apparel purchases by county employees. Vendors are to submit detailed examples and descriptions of their online "store" ordering requirements and processes for departmental and individual purchases. The County would envision that each department would be set up separately on the vendor's website with its logo, approved colors and apparel for ordering purposes. Individual purchases could be set up on one account, with employees having the option to pick their County Department logo or the general County logo on their apparel order.

The County would like to have the no-pocket T-shirt, sweatshirts, and polo (long and short sleeve) options on the Clothing Items Specifications and Bid Form below available for individual orders as well (with the exception of any safety orange/florescent colors) – in Black, Forest

Green, Gray, Navy, Royal Blue, Hunter Green w/ 1-color logo and White, Light-Gray, Stone, Light-Blue, Light-Green, Khaki w/ 3-color logo (the County is open to other color options that may be available in the cool color/neutral color scheme).

If vendors are not able to provide an “online store” then they are required to provide their bid submission, detailed discussion and examples of order forms, department set up, return policy, departmental invoicing etc...

The County may request samples of articles prior to award of bid. If after award of bid the articles being supplied are not of the quality requested, the County may purchase from another vendor.

Embroidery and screen printing should match the print versions of the logo as close as possible in terms of letter and shape thickness, etc. Before moving forward with the vendor(s) in building an online store, creating order forms, etc. the County will require sew-out samples of the County logo, a few County Department logos, Humane Services Officer badge, Public Health logo, and Family Arena logo included later in this bid package to ensure that the embroidery for clothing matches the print version of the logo as close as possible. Samples will be reviewed for consistency, color, size and quality. Inferior product in view of the County may not be selected and other vendors could be considered.

Brand names provided below are for illustrative purposes as to the type and quality of products sought. Vendors may bid other brands that meet or exceed those specifications. Equal or better products will be determined solely by the County.

### Specifications and Bid Form

**CLOTHING ITEMS**

<u>Item #</u>	<u>Item</u>	<u>Feature description</u>	<u>Apparel and Logo Colors (may want to add more colors in the cool and neutral color schemes if there are more available)</u>	<u>Unit cost S-XL (or indicate numerical or other sizing if applicable)</u>	<u>Unit cost 2X-5X and above, and tall sizes (or indicate numerical sizing or other sizing if applicable)</u>	<u>Departments utilizing</u>
1	Denim Jeans	Relaxed fit, stone washed, 15 oz, 100% cotton, heavy-duty brass zipper (DICKIES BRAND PREFERRED), State sizes up to 54				Highway, Community Development
2	Denim Jeans	Carpenter Style Fit, (DICKIES BRAND PREFERRED), State sizes up to 54				Highway
3	Denim Jean Shorts	Carpenter Style Fit, (DICKIES BRAND PREFERRED)				Highway
4	Men's Slacks	8-12-ounce, 100% ring spun cotton; sits at natural waist; two back pockets and welt pockets, equivalent to a Haggar brand, 32- 44 waist	Khaki, Black, Navy, Gray			Assessor, Community Development
5	Men's Shorts	7.5 ounce, 100% ring spun cotton twill; 8.5- 10" inseam; two back welt pockets; front slash pockets, 32- 44 waist	Khaki, Navy, Gray			Assessor
6	Women's Slacks	7-ounce, 100% cotton washed twill; mid-rise; two side cargo pockets w/ flaps & button closures; two back pockets w/ flaps & button closures, sizes 6-18	Khaki, Putty, Navy			Assessor
7	Women's Slacks	8-12-ounce, 100% ring spun cotton; sits at natural waist; two back pockets and welt pockets, equivalent to a Haggar brand, sizes 6-18	Khaki, Black, Navy, Gray			Community Development
8	Women's Shorts	100% ring spun cotton, 7" inseam, sizes 6-18	Khaki, Putty, Navy			Assessor
9	Work pants	8 oz., 65% cotton, 35% polyester blend, equivalent to Red Kap Industrial Work Pant (Item #	Dark Brown			Community Health and the Environment (Environmental Health)



		PT20BN)				
10	Insulated coveralls	Equivalent to Walls Insulated Waist Zip Coverall (Item # Z15305)	Brown w/ 1-color logo			Community Health and the Environment (Environmental Health)
11	Pocket T-Shirts	5.3 - 5.6 oz, preshrunk, 50/50 blend, double-stitched hemmed sleeves and bottom, equivalent to a Gildan Ultra Cotton (Item #2300)	Orange & Florescent Yellow, Safety Green			Highway, Family Arena
12	Pocket T-Shirts *	(S/S) 6.1 oz., preshrunk, 100% cotton, double-stitched hemmed sleeves and bottom	Forest Green w/ screened 1-color logo			Parks
13	Pocket T-Shirts*	(L/S) 6.1 oz., preshrunk, 100% cotton, double-stitched hemmed sleeves and bottom	Forest Green w/ screened 1-color logo			Parks
14	Pocket T-Shirts*	6 oz., 100% preshrunk cotton, equivalent to a Gildan Ultra Cotton (Item # G230)	Sport Gray w/ color logo			Community Health and the Environment (Environmental Health)
15	T-Shirts*	50% cotton, 50% poly, equivalent to a Gildan DryBlend (Item # G800) or Hanes 50/50 ComfortBlend (Item # 5170)	Metro Blue or similar color (a dark grayish blue), Royal Blue (screen printed with black logo on front and wording on back)			Pet Adoption Center
16	T-Shirts*	Dri-fit	White and colored shirts; screen print logo & design / lettering up to 6 colors; two-sided printing			Parks (special events)
17	T-Shirts *	50% cotton, 50% poly, equivalent to a Gildan DryBlend (Item # G800) or Hanes 50/50 ComfortBlend (Item # 5170)	Blue, Burgundy, Forest Green, White, Black, Orange, Yellow			Family Arena
18	T-Shirts*	50% cotton, 50% poly, equivalent to a Gildan DryBlend (Item # G800) or Hanes 50/50 ComfortBlend (Item # 5170)	Black, Forest Green, Gray, Navy, Royal Blue, Hunter Green w/ 1-color logo			Assorted
19	T-Shirts* (Women's)	50% cotton, 50% poly, equivalent to a Gildan DryBlend (Item # G800) or Hanes 50/50 ComfortBlend (Item #	White, Light-Gray, Stone, Light-Blue, Light-Green, Khaki w/ 3-color logo			Assorted

		5170)				
20	Denim Shirts *	(L/S) 6.5 oz., 100% Cotton, Button-down collar, patch pocket, equivalent to a Harriton Denim Shirt (Item # M550)	Faded Denim or Ink Blue			Highway
21	Denim Shirts *	(S/S) 6.5 oz., 100% Cotton, Button-down collar, patch pocket, equivalent to a Harriton Denim Shirt (Item # M550S)	Faded Denim or Ink Blue			Highway
22	Twill Shirts *	(S/S) 65% Polyester - 35% Cotton, garment washed, patched pocket, button-down collar, equivalent in quality to a Harriton or Dickies brand	Black, Navy, Forest Green, Green w/ 1-color logo			Highway, Community Development, Community Health and the Environment (Environmental Health)
23	Twill Shirts *	(S/S) 65% Polyester - 35% Cotton, garment washed, patched pocket, button-down collar, equivalent in quality to a Harriton or Dickies brand	Light Blue w/ 3-color logo			Highway, Community Development, Community Health and the Environment (Environmental Health)
24	Twill Shirts *	(S/S) 65% Polyester - 35% Cotton, garment washed, patched pocket, button-down collar, equivalent in quality to a Harriton or Dickies brand	Stone, White w/ 3-color logo			Highway, Assessor, Community Development
25	Twill Shirts * (Women's)	(S/S) 65% Polyester - 35% Cotton, garment washed, patched pocket, button-down collar, equivalent in quality to a Harriton or Dickies brand	Black, Navy, Forest Green, Green w/ 1-color logo			Highway, Community Development, Community Health and the Environment (Environmental Health)
26	Twill Shirts * (Women's)	(S/S) 65% Polyester - 35% Cotton, garment washed, patched pocket, button-down collar, equivalent in quality to a Harriton or Dickies brand	Light Blue w/ 3-color logo			Highway, Community Development, Community Health and the Environment (Environmental Health)
27	Twill Shirts * (Women's)	(S/S) 65% Polyester - 35% Cotton, garment washed, patched pocket, button-down collar, equivalent in quality to a Harriton or Dickies brand	Stone, White w/ 3-color logo			Highway, Assessor, Community Development

28	Twill Shirts *	(L/S) 65% Polyester - 35% Cotton, garment washed, patched pocket, button-down collar, equivalent in quality to a Harriton or Dickies brand	Black, Navy, Forest Green, Green w/ 1-color logo			Highway, Community Development, Community Health and the Environment (Environmental Health)
29	Twill Shirts *	(L/S) 65% Polyester - 35% Cotton, garment washed, patched pocket, button-down collar, equivalent in quality to a Harriton or Dickies brand	Light Blue w/ 3-color logo			Highway, Community Development, Community Health and the Environment (Environmental Health)
30	Twill Shirts *	(L/S) 65% Polyester - 35% Cotton, garment washed, patched pocket, button-down collar, equivalent in quality to a Harriton or Dickies brand	Stone, White w/ 3-color logo			Highway, Assessor, Community Development
31	Twill Shirts * (Women's)	(L/S) 65% Polyester - 35% Cotton, garment washed, patched pocket, button-down collar, equivalent in quality to a Harriton or Dickies brand	Black, Navy, Forest Green, Green w/ 1-color logo			Highway, Community Development, Community Health and the Environment (Environmental Health)
32	Twill Shirts * (Women's)	(L/S) 65% Polyester - 35% Cotton, garment washed, patched pocket, button-down collar, equivalent in quality to a Harriton or Dickies brand	Light Blue w/ 3-color logo			Highway, Community Development, Community Health and the Environment (Environmental Health)
33	Twill Shirts * (Women's)	(L/S) 65% Polyester - 35% Cotton, garment washed, patched pocket, button-down collar, equivalent in quality to a Harriton or Dickies brand	Stone, White w/ 3-color logo			Highway, Assessor, Community Development
34	Oxford*	Chestnut Hill (Item # CH620) or acceptable equal, 80% cotton, 15% polyester blend, wrinkle and stain resistant, adjustable collar, split seam back yoke cut on the bias, rolled button-down collar, left-chest pocket	Light blue w/ color logo			Dispatch and Alarm

35	Oxford* (Women's)	Chestnut Hill (Item # CH620W) or acceptable equal, 80% cotton, 15% polyester blend, wrinkle and stain resistant, adjustable collar, split seam back yoke cut on the bias, rolled button-down collar, left-chest pocket	Light blue w/ color logo			Dispatch and Alarm
36	Polo Shirts * (w/ Pockets)	(S/S) 100% combed Cotton, garment washed, collared, 3 button	Black, Forest Green, Gray, Navy, Royal Blue, Hunter Green w/ 1-color logo			Highway, Assessor, Juvenile, Family Arena
37	Polo Shirts * (w/ Pockets)	(S/S) 100% combed Cotton, garment washed, collared, 3 button	White, Light-Gray, Stone, Light-Blue, Light-Green, Khaki w/ 3-color logo			Highway, Assessor, Juvenile, Family Arena
38	Polo Shirts * (w/ Pockets)	(S/S) 50% Cotton - 50% Poly, collared, 3 button, 5.6 oz., equivalent to a Gildan DryBlend G880 or Jerzees 50/50 Jersey Polo Item # 437	Black, Forest Green, Gray, Navy, Royal Blue, Hunter Green w/ 1-color logo			Highway, Assessor, Family Arena
39	Polo Shirts * (w/ Pockets)	(S/S) 50% Cotton - 50% Poly, collared, 3 button, 5.6 oz., equivalent to a Gildan DryBlend G880 or Jerzees 50/50 Jersey Polo Item # 437	White, Light-Gray, Stone, Light-Blue, Light-Green, Khaki w/ 3-color logo			Highway, Assessor, Family Arena
40	Polo Shirts * (w/ Pockets)	(S/S) 100% combed cotton pique, no-wrinkle, collared, 3 button, equivalent to a Chestnut Hill Performance Plus Pique Polo (Item # CH100P)	Black, Forest Green, Gray, Navy, Royal Blue, Hunter Green w/ 1-color logo			Highway, Assessor, Family Arena
41	Polo Shirts * (w/ Pockets)	(S/S) 100% combed cotton pique, no-wrinkle, collared, 3 button, equivalent to a Chestnut Hill Performance Plus Pique Polo (Item # CH100P)	White, Light-Gray, Stone, Light-Blue, Light-Green, Khaki w/ 3-color logo			Highway, Assessor, Family Arena
42	Polo Shirts * (w/out Pockets)	(S/S) 100% combed Cotton, garment washed, collared, 3 button	Black, Forest Green, Gray, Navy, Royal Blue, White, Hunter Green w/ 1-color logo			Highway, Assessor, Family Arena, Community Development
43	Polo Shirts * (w/out Pockets)	(S/S) 100% combed Cotton, garment washed, collared, 3 button	Safety Orange or Orange w/ 1-color logo			Assessor

44	Polo Shirts * (w/out Pockets)	(S/S) 100% combed Cotton, garment washed, collared, 3 button	White, Light-Gray, Stone, Light-Blue, Light-Green, Khaki w/ 3-color logo			Highway, Assessor, Family Arena, Community Development
45	Polo Shirts * (w/out Pockets)	(S/S) 50% Cotton - 50% Poly, collared, 3 button, 5.6 oz., equivalent to a Gildan DryBlend G880 or Jerzees 50/50 Jersey Polo Item # 437	Black, Forest Green, Gray, Navy, Royal Blue, Hunter Green, Purple w/ 1-color logo			Highway, Assessor, Family Arena, Pet Adoption Center, Community Development
46	Polo Shirts * (w/out Pockets)	(S/S) 50% Cotton - 50% Poly, collared, 3 button, 5.6 oz., equivalent to a Gildan DryBlend G880 or Jerzees 50/50 Jersey Polo Item # 438	Purple w/ 1-color logo			Pet Adoption Center
47	Polo Shirts * (w/out Pockets)	(S/S) 50% Cotton - 50% Poly, collared, 3 button, 5.6 oz., equivalent to a Gildan DryBlend G880 or Jerzees 50/50 Jersey Polo Item # 438	Safety Orange or Orange w/ 1-color logo			Assessor
48	Polo Shirts * (w/out Pockets)	(S/S) 50% Cotton - 50% Poly, collared, 3 button, 5.6 oz., equivalent to a Gildan DryBlend G880 or Jerzees 50/50 Jersey Polo Item # 437	White, Light-Gray, Stone, Light-Blue, Light-Green, Khaki w/ 3-color logo			Highway, Assessor, Family Arena, Pet Adoption Center, Community Development
49	Polo Shirts * (w/out Pockets)	(S/S) 100% combed cotton pique, no-wrinkle, collared, 3 button, equivalent to a Chestnut Hill Performance Plus Pique Polo (Item # CH100) or Harriton Ringspun Cotton Pique (Item # M200)	Black, Forest Green, Gray, Navy, Royal Blue, White, Hunter Green w/ 1-color logo			Community Health and the Environment (Environmental Health), Community Development
50	Polo Shirts * (w/out Pockets)	(S/S) 100% combed cotton pique, no-wrinkle, collared, 3 button, equivalent to a Chestnut Hill Performance Plus Pique Polo (Item # CH100) or Harriton Ringspun Cotton Pique (Item # M200)	Safety Orange or Orange w/ 1-color logo			Assessor
51	Polo Shirts * (w/out Pockets)	(S/S) 100% combed cotton pique, no-wrinkle, collared, 3 button, equivalent to a Chestnut Hill Performance Plus	White, Light-Gray, Stone, Light-Blue, Light-Green, Khaki w/ 3-color logo			Community Health and the Environment (Environmental Health), Community

		Pique Polo (Item # CH100) or Harriton Ringspun Cotton Pique (Item # M200)				Development
52	Polo Shirts * (w/out Pockets)	(S/S) 100% combed cotton, pique 7 oz., relaxed fit, striped neck tap, bar tacked side vents	Forest Green w/ 1-color logo			Parks
53	Polo Shirts * (w/out Pockets)	(S/S) Dri-fit, 4 oz., no wrinkle, collared, 3 or 4 button	Black, Forest Green, Gray, Navy, Royal Blue, Hunter Green w/ 1-color logo			Highway, Assessor, Parks, Juvenile, Family Arena, Community Development
54	Polo Shirts * (w/out Pockets)	(S/S) Dri-fit, 4 oz., no wrinkle, collared, 3 or 4 button	Safety Orange or Orange w/ 1-color logo			Assessor
55	Polo Shirts * (w/out Pockets)	(S/S) Dri-fit, 4 oz., no wrinkle, collared, 3 or 4 button	White, Light-Gray, Stone, Light-Blue, Light-Green, Khaki, w/ 3-color logo			Highway, Assessor, Parks, Family Arena, Community Development
56	Polo Shirts * (Women's) (w/out Pockets)	(S/S) 100% combed Cotton, garment washed, collared, 3 or 4 button	Black, Forest Green, Gray, Navy, Royal Blue, White, Hunter Green w/ 1-color logo			Highway, Assessor, Family Arena,
57	Polo Shirts * (Women's) (w/out Pockets)	(S/S) 100% combed Cotton, garment washed, collared, 3 or 4 button	Safety Orange or Orange w/ 1-color logo			Assessor
58	Polo Shirts * (Women's) (w/out Pockets)	(S/S) 100% combed Cotton, garment washed, collared, 3 or 4 button	White, Light-Gray, Stone, Light-Blue, Light-Green w/ 3-color logo			Highway, Assessor, Family Arena
59	Polo Shirts * (Women's) (w/out Pockets)	(S/S) 50% Cotton - 50% Poly, collared, 3 or 4 button, 5.6 oz., equivalent to a Gildan DryBlend G880 or Jerzees 50/50 Jersey Polo Item # 437	Black, Forest Green, Gray, Navy, Royal Blue, Hunter Green, Purple w/ 1-color logo			Highway, Assessor, Family Arena, Pet Adoption Center, Community Development
60	Polo Shirts * (Women's) (w/out Pockets)	(S/S) 50% Cotton - 50% Poly, collared, 3 or 4 button, 5.6 oz., equivalent to a Gildan DryBlend G880 or Jerzees 50/50 Jersey Polo Item # 438	Purple w/ 1-color logo			Pet Adoption Center
61	Polo Shirts * (Women's) (w/out Pockets)	(S/S) 50% Cotton - 50% Poly, collared, 3 or 4 button, 5.6 oz., equivalent to a Gildan DryBlend G880 or Jerzees 50/50 Jersey Polo Item # 438	Safety Orange or Orange w/ 1-color logo			Assessor

62	Polo Shirts * (Women's) (w/out Pockets)	(S/S) 50% Cotton - 50% Poly, collared, 3 or 4 button, 5.6 oz., equivalent to a Gildan DryBlend G880 or Jerzees 50/50 Jersey Polo (Item # 437)	White, Light-Gray, Stone, Light-Blue, Light-Green, Khaki w/ 3-color logo			Highway, Assessor, Family Arena, Pet Adoption Center, Community Development
63	Polo Shirts * (Women's) (w/out Pockets)	(S/S) 100% combed cotton pique, no-wrinkle, collared, 3 button, equivalent to a Chestnut Hill Performance Plus Pique Polo (Item # CH100W) or Harriton Ringspun Cotton Pique (Item # M200W)	Black, Forest Green, Gray, Navy, Royal Blue, White, Hunter Green w/ 1-color logo			Community Health and the Environment (Environmental Health), Community Development
64	Polo Shirts * (Women's) (w/out Pockets)	(S/S) 100% combed cotton pique, no-wrinkle, collared, 3 button, equivalent to a Chestnut Hill Performance Plus Pique Polo (Item # CH100W) or Harriton Ringspun Cotton Pique (Item # M200W)	Safety Orange or Orange w/ 1-color logo			Assessor
65	Polo Shirts * (Women's) (w/out Pockets)	(S/S) 100% combed cotton pique, no-wrinkle, collared, 3 button, equivalent to a Chestnut Hill Performance Plus Pique Polo (Item # CH100W) or Harriton Ringspun Cotton Pique (Item # M200W)	White, Light-Gray, Stone, Light-Blue, Light-Green, Khaki w/ 3-color logo			Community Health and the Environment (Environmental Health), Community Development
66	Polo Shirts * (Women's) (w/out Pockets)	(S/S) Dri-fit, 4 oz., no wrinkle, collared, 3 or 4 button	Black, Forest Green, Gray, Navy, Royal Blue w/ 1-color logo			Highway, Assessor, Parks, Juvenile, Family Arena, Community Development
67	Polo Shirts * (Women's) (w/out Pockets)	(S/S) Dri-fit, 4 oz., no wrinkle, collared, 3 or 4 button	Safety Orange or Orange w/ 1-color logo			Assessor
68	Polo Shirts * (Women's) (w/out Pockets)	(S/S) Dri-fit, 4 oz., no wrinkle, collared, 3 or 4 button	White, Light-Gray, Stone, Light-Blue, Light-Green, Khaki w/ 3-color logo			Highway, Assessor, Parks, Juvenile, Family Arena, Community Development
69	Tipped Polo Shirts * (w/out Pockets)	(S/S) 100% combed Cotton pique, collared, 3 button, equivalent to a Chestnut Hill Tipped Performance Plus Pique Polo (Item #	Navy with white contrast tipping on collar and cuffs, w/ 1-color logo			Dispatch and Alarm

		CH113)				
70	Tipped Polo Shirts * (Women's) (w/out Pockets)	(S/S) 100% combed Cotton pique, collared, 3 button, equivalent to a Chestnut Hill Tipped Performance Plus Pique Polo (Item # CH113W)	Navy with white contrast tipping on collar and cuffs, w/ 1-color logo			Dispatch and Alarm
71	Long-sleeve Polo* (w/out Pockets)	100% combed Cotton pique, collared, 3 button, (L/S), equivalent to a Chestnut Hill Long Sleeve Performance Plus Pique Polo (Item # CH110)	Navy w/ 1-color logo			Dispatch and Alarm
72	Long-sleeve Polo* (w/out Pockets) (Women's)	100% combed Cotton pique, collared, 3 button, (L/S), equivalent to a Chestnut Hill Long Sleeve Performance Plus Pique Polo (Item # CH110)	Navy w/ 1-color logo			Dispatch and Alarm
73	Long-sleeve Polo* (w/out Pockets)	(L/S) 100% Pima Cotton Pique, collared, 3 button, equivalent to a Devon & Jones 100% Pima Pique Cotton (Item # D110)	Navy w/ white logo			Assessor
74	Long-sleeve Polo* (w/out Pockets)	(L/S) 100% Pima Cotton Pique, collared, 3 button, equivalent to a Devon & Jones 100% Pima Pique Cotton (Item # D110)	White, Slate Blue w/ color logo			Assessor
75	Long-sleeve Polo* (w/out Pockets) (Women's)	(L/S) 100% Pima Cotton Pique, collared, 3 button, equivalent to a Devon & Jones 100% Pima Pique Cotton (Item # D110W)	Navy w/ white logo			Assessor
76	Long-sleeve Polo* (w/out Pockets) (Women's)	(L/S) 100% Pima Cotton Pique, collared, 3 button, equivalent to a Devon & Jones 100% Pima Pique Cotton (Item # D110W)	White, Slate Blue w/ color logo			Assessor
77	Jacket *	100% nylon with polyester, fleece lining, zip front, double needle	Navy, Black, Forest Green w/ 1-color logo			Highway



		stitched armholes, rib-knit cuffs and waistband with hood				
78	Jacket *	100% nylon with polyester, fleece lining, zip front, double needle stitched armholes, rib-knit cuffs and waistband with hood	Navy, Black w/ 1-color logo			Community Development
79	Safety Jacket *	ANSI APPROVED; 100% nylon with polyester fleece lining, zip front, double needle stitched armholes, rib-knit cuffs and waistband with hood	Orange, Florescent Yellow w/ 1-color logo			Highway
80	Jacket *	100% nylon with polyester fleece lining, zip front, rib-knit cuffs and waistband, without hood, equivalent to a Harriton Fleece-Lined Nylon Jacket (Item # M740)	Forest Green, Navy, Black w/ 1-color logo			Parks, Assessor, Highway
81	Jacket *	100% nylon with polyester fleece lining, zip front, rib-knit cuffs and waistband, without hood, equivalent to a Harriton Fleece-Lined Nylon Jacket (Item # M740)	Navy, Black w/ 1-color logo			Community Development
82	Jacket *	100% nylon with polyester fleece lining, zip front, rib-knit cuffs and waistband, without hood, equivalent or better in quality to a Harriton Fleece-Lined Nylon Jacket (Item # M740)	Light- Khaki w/ 3-color logo			Parks, Assessor, Highway
83	Jacket * (Women's)	Women's styled, softshell water resistant jacket with polyester fleece lining, zip front, without hood	Forest Green, Navy, Black w/ 1-color logo			Parks, Assessor, Highway
84	Jacket * (Women's)	Women's styled, softshell water resistant jacket with polyester fleece lining, zip front, without hood	Navy, Black w/ 1-color logo			Community Development
85	Jacket * (Women's)	Women's styled, softshell water resistant jacket with polyester fleece lining, zip front,	Light-Khaki w/ 3-color logo			Parks, Assessor, Highway

		without hood				
86	Windshirts *	100% nylon with polyester fleece lining, equivalent to a Harriton Athletic V-Neck Pullover Jacket (Item #M720)	Navy, Black, Forest Green, Royal Blue, Yellow w/ 1-color logo			Highway
87	Windshirts *	100% nylon with polyester fleece lining	Navy, Black, Forest Green, Maroon, Royal Blue, Yellow w/ 1-color logo			Family Arena
88	Windshirts *	100% nylon cross over knit, V neck collar, knit cuggs, half elastic back waist band, side seam pockets, cotton flannel body lining, water resistant	Navy, Black, Forest Green, Royal Blue, Yellow w/ 1-color logo			Parks
89	Windshirts *	100% nylon cross over knit, V neck collar, knit cuggs, half elastic back waist band, side seam pockets, cotton flannel body lining, water resistant	Navy, Black, Forest Green, Maroon, Royal Blue, Yellow w/ 1-color logo			Family Arena
90	Zippered Sweatshirts *	Attached hood with adjustable drawstring, must be cotton/polyester fleece blend, equivalent to Jerzees 8 oz. NuBlend 50/50 Full Zip Hood (Item #993)	Orange, Florescent Yellow w/ 1-color logo			Highway
91	Pullover Sweatshirts *	8 oz., 50% cotton/50% polyester, equivalent to a Jerzees NuBlend 50/50 Fleece Crew (Item # 562)	Orange, Florescent Yellow w/ 1-color logo			Highway
92	Pullover Sweatshirts *	50% cotton/50% polyester	Forest Green w/ 1-color logo			Parks
93	Pullover Sweatshirts*	8 oz. 50% cotton, 50% poly, double-needle stitching, 1x1 ribbed collar, cuffs and waistband with spandex, set-in sleeves, equivalent to a Gildan Heavy Blend (Item # G180)	Navy, Purple w/ 1-color logo			Humane Services
94	Pullover Sweatshirts*	8 oz. 50% cotton, 50% poly, double-needle stitching, 1x1 ribbed collar, cuffs and waistband with spandex, set-in sleeves, equivalent to a Gildan Heavy Blend (Item # G180)	Black, Forest Green, Gray, Navy, Royal Blue, Irish Green, Purple w/ 1-color logo			Community Development

95	Pullover Sweatshirts*	8 oz. 50% cotton, 50% poly, double-needle stitching, 1x1 ribbed collar, cuffs and waistband with spandex, set-in sleeves, equivalent to a Gildan Heavy Blend (Item # G180)	White, Sport Gray, Sand, Light Blue, Light Green, Light Purple w/ 3-color logo			Community Development
96	Hooded Sweatshirts *	50% cotton/50% polyester, drawstring hood	Safety Green w/ 1-color logo			Family Arena
97	Hooded Sweatshirt*	8 oz., 50% cotton, 50% poly, double needle stitching, 1x1 ribbed cuffs and waistband with spandex, pouch pocket, double lined hood with matching drawstring, equivalent to a Gildan Heavy Blend 50/50 Hood (Item # G185)	Navy w/ 1-color logo			Dispatch and Alarm
98	Full-zip Hoodie	Carhartt brushed fleece hooded zip sweatshirt with draw cord closure, two front pockets	Navy, Black, Forest Green, Khaki w/ 1-color logo			Assessor, Facilities
99	Full-Zip Hooded Sweatshirt*	50% cotton, 50% poly, double needle stitching, 1x1 ribbed cuffs and waistband with spandex, pouch pockets, unlined hood, equivalent to a Gildan Heavy Blend 50/50 Full-Zip (Item #G186)	Navy w/ 1-color logo			Dispatch and Alarm
100	Full-Zip Hooded Sweatshirt* (Women's)	50% cotton, 50% poly, double needle stitching, 1x1 ribbed cuffs and waistband with spandex, pouch pockets, unlined hood, equivalent to a Gildan Heavy Blend 50/50 Full-Zip (Item #G186FL)	Navy w/ 1-color logo			Dispatch and Alarm
101	Fleece Jacket *	Light-weight microfleece full-zip jacket, zippered pockets, stand-up collar	Black w/ color left chest logo			Family Arena
102	Fleece Jacket * (Women's)	Light-weight microfleece full-zip jacket, zippered pockets, stand-up collar	Black w/ color left chest logo			Family Arena
103	Fleece full-zip jacket*	Devon & Jones (Item # D780) or acceptable equal or	Charcoal Gray w/ white logo			Pet Adoption Center

		better, 100% microfilament polyester				
104	Fleece full-zip jacket* (Women's)	Devon & Jones (Item # D780W) or acceptable equal or better, 100% microfilament polyester	Charcoal Gray w/ white logo			Pet Adoption Center
105	Chore Coat	Carhartt or Red Kap (or acceptable equal) Blanket Lined, 12oz 100% cotton duck outer fabric and 60/40 acrylic/poly blanket lining, corduroy top collar, 5 metal snaps closure, metal rivets at stress points and plenty of pockets, four patch, one inside safety	Brown, Black			Highway
106	Chore Coat Hood	Carhartt or Red Kap (or acceptable equal)	Brown, Black			Highway
107	Bib Overalls	Walls brand (or acceptable equal) Shell: 100% cotton; Lining: 100% polyester; Filler: 100% polyester; ankle to knee leg zippers; (State availability of sizes to 5XL)	Brown, Black			Highway
108	Coveralls	Shell: 100% cotton; Lining: 100% polyester; Filler: 100% polyester; ankle to hip leg zippers; (State availability of sizes to 5XL)	Brown, Black			Highway
109	Baseball Caps *	Low or medium profile, structured or relaxed 6 panel, cotton, brass buckle, sewn slot adjuster, fabric strap, Reg and XL sizes	Navy, Forest Green, Khaki, Black, Florescent Yellow, Orange w/ 1-color logo			Highway, Sheriff, Parks, Assessor
110	Baseball Caps *	Low or medium profile, structured or relaxed 6 panel, cotton, brass buckle, sewn slot adjuster, fabric strap, Reg and XL sizes	Khaki w/ 3-color logo			Highway, Sheriff, Parks, Assessor
111	Safety Vests	ANSI-approved Class II zippered vest, mesh with pockets, sizes up to 6XL	Florescent Yellow			Highway
112	Polo Shirts* (Long sleeve)		Hunter Green, White, Maroon, Royal Blue w/			Family Arena

	Mens)		left chest logo			
113	T-Shirt		Safety Green, Yellow w/ "Parking" screen printed on back in 1-color			Family Arena
114	Windshirt		Yellow w/ "Parking" screen printed on back in 1-color			Family Arena
115	T-Shirt*		Construction Orange w/ left chest logo and "Event Staff" on screen printed on back in 1-color			Family Arena
116	Rain Jacket		Yellow			Family Arena
117	Nike Windshirt*	Nike Brand	Black w/ left chest logo			Family Arena
118	Dri Fit Polo* (Long sleeve Men & Women)	Page & Tuttle	Black, White w/ website address printed on sleeve or logo on left chest, 1-color			Family Arena
119	Camp Shirt* (Short sleeve)		Black, White w/ website address printed on sleeve or logo on left chest, 1-color			Family Arena
120	Sportek Track Jacket* (Long sleeve)	90% poly/10% spandex	Black w/ left chest 1-color logo			Family Arena
121	Dri Fit Polo* (Short sleeve Men & Women)	Page & Tuttle	Black, White w/ website address printed on sleeve or logo on left chest, 1-color			Family Arena
122	Scrubs*	Grey's Anatomy brand or acceptable equal - style numbers for Grey's Anatomy brand: Tops - 71166, 41383, 4153, 41340, 41101; Pants - 4332, 4245	Navy w/ color Public Health logo			Public Health
123	T-shirts (w/o pockets)*	Gildan DryBlend (Item # G800) or acceptable equal or, 50% cotton, 50% poly	Navy w/ color Public Health logo			Public Health
124	Pullover Sweatshirt*	Gildan Heavy Blend (Item # G180) or acceptable equal, 8 oz., 50% cotton, 50% poly, double-needle stitching, 1x1 ribbed collar, cuffs and waistband with spandex, set-in sleeves	Navy w/ color Public Health logo			Public Health
125	T-shirts (long sleeve)*	Gildan DryBlend 5.6 oz (Item # G840) or acceptable equal, 50% cotton, 50% poly	Navy w/ color Public Health logo			Public Health
126	Raincoat	Stormtech H2X Micro Lightweight Shell Jacket or acceptable	Black w/ 1-color vinyl lettering on back of jacket			Public Health

		equal				
127	Tactical polo shirts*	5.11 tactical polo shirt brand or acceptable equal; 100% cotton pique knit	Forest Green w/ black/white/gray Humane Services badge logo			Humane Services
128	3 in 1 Parka*	5.11 3-in-1 Parka or acceptable equal; Waterproof shell, breathable removable fleece liner, removable ID panels on chest and back, VELCRO® brand fastener storm cuffs, YKK zippers	Black w/ black/white/gray Humane Services badge logo			Humane Services
129	Jacket*	Ultra Club Jacket with Hood (Item # 8915) or acceptable equal -100% nylon shell, fleece lining, water- and wind-resistant hood and waist drawstrings with bell tips	Black w/ black/white/gray Humane Services badge logo			Humane Services
130	Aprons	Port Authority or acceptable equal, full length with Pocket, 7 oz twill	Blue, Black			Pet Adoption Center
131	Men's Lightweight Tactical Pant	Propper Core Men's Lightweight Tactical Pant F5243-50 or acceptable equal	Coyote			Pet Adoption Center
132	Women's Lightweight Tactical Pant	Propper Core Women's Lightweight Tactical Pant F5249-50 brand or acceptable equal	Coyote			Pet Adoption Center
133	Dungaree Pant	Key Ripstop Dungaree Pant Model # 462.24 or acceptable equal	Khaki			Pet Adoption Center
134	Scrubs	Cherokee brand, or acceptable equal, for tops and bottoms	Assorted (no red/maroon/brick colors though)			Pet Adoption Center
135	Raincoat*	Columbia® Watertight Jacket brand or acceptable equal, 100% nylon watertight shell with polyester lining, large security pocket, adjustable storm hood and drawcord hem.	Charcoal w/ white logo			Community Development
136	Coat*	Heavyweight with hood (any good quality/reputable brand)	Black, Navy w/ white logo			Community Development
137	Coat* (Women's)	Heavyweight with hood (any good quality/reputable	Black, Navy w/ white logo			Community Development

		brand)				
138	Jacket*	Tri Mountain 7800 Dakota or acceptable equal, polyurethane-coated heavyweight nylon shell, fully lined with nylon. Zip-out super heavyweight 11.5 oz. Anti-Pilling fleece inner jacket. Shoulder, collar and front pocket are pleated with contrasting color trim. Elastic with Velcro cuff closure. Hood concealed in collar.	Navy, black, forest green w/ 1-color logo			Community Development
139	Jacket*	Tri Mountain 4680 Buckeye or acceptable equal, heavyweight 11.4 oz. peached cotton canvas shell with a 4 oz. quilted lining. Enzyme wash, two front pockets, inner zippered chest pocket and a cell phone pocket with Velcro closure. Ribbed cuffs and waistband.	Bark, Black, Moss w/ 1-color logo			Community Development
140	Ladies Long Sleeve T-shirts (w/o pockets)	100% preshrunk cotton, equivalent to Gildan Ladies Long Sleeve T-shirt (Item # G540L)	Black, Forest Green, Gray, Navy, Royal Blue, Hunter Green, Irish Green, Purple, Dark Chocolate, Charcoal w/ 1-color logo			Community Development
141	Ladies Long Sleeve T-shirts (w/o pockets)	100% preshrunk cotton, equivalent to Gildan Ladies Long Sleeve T-shirt (Item # G540L)	White, Carolina Blue (or equivalent), Light Green, Sport Gray w/ 3-color logo			Community Development
142	Ladies Button-Up Cardigan Sweater	77% cotton, 18% nylon, 5% spandex, rib cuffs and bottom, equivalent to a Devon & Jones (Item # DP625W)	Black, Navy w/ 1-color logo			Community Development
143	Ladies Button-Up Cardigan Sweater	77% cotton, 18% nylon, 5% spandex, rib cuffs and bottom, equivalent to a Devon & Jones (Item # DP625W)	White, Light Blue w/ color logo			Community Development

<b>PROMOTIONAL ITEMS</b>						
<b><u>Item #</u></b>	<b><u>Item</u></b>	<b><u>Feature description</u></b>				<b><u>Departments utilizing</u></b>
	Pens *	Various pens to include, ballpoints of various shapes and colors, highlighters, and capped pens				Parks, HR, Dispatch & Alarm
	Mugs *	Ceramic mugs of various sizes and colors				Parks, HR, Dispatch & Alarm
	Plastic Cups *	Tumblers in various colors and sizes as well as cups with lids and straws, stadium cups				Parks, HR
	Water Bottles *	Various sizes and styles				Parks, HR
	Key Chains *	Carabiner key tags, push key lights, LED key tag, soft touch various shapes, bottle opener				Parks, HR
	Dry Erase Magnet Sheets *	Various sizes, mainly 8 1/2* 11				Parks, HR
	Tote Bags	Non-woven tote bags, various shapes and styles				Parks, HR

The County would like to see the various options available for the above categories as well as the discount off of list price for the above categories of promotional items. The “Departments Utilizing” column notes the departments that order these items now, but other departments will likely order from the promotional items available, as well. The County would like these items available for all departments to order with their appropriate logos.

Costs for promotional items should include 1-color and 3-color logo printing costs (for items/colors where 3-color would be visible). The Humane Services Officer badge logo is the only 4-color logo, so to be cost-effective any set up for promotional items with this logo should just be in all black or all white. Most items ordered overall will likely have the logo in 1-color, either black or white depending on the item, to be cost-effective.

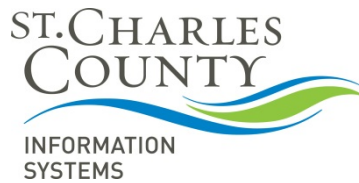


## **Additional Logo Specifications**

- On the following pages is a list of all the County Department logos at this time, as well as the general County logo and additional logos, including the Humane Officer badge logo, Public Health, and Family Arena logos. It should be noted that logos for new departments or other logo options could be added in the future.
  - Apparel embroidery/screen print sizes for the logos are noted on the following pages.
- For apparel, all logos should appear on the right area of the shirt/jacket/etc.(i.e. right area when facing an individual in the clothing, regardless if there is a pocket or not).
- Logos will appear on apparel in 3- color or 1-color (all white or all black) depending on the color of the apparel. The logo will appear in full color on the apparel if the logo is readable/colors are visible on the fabric. Logo color was noted where applicable on the Clothing Items Specifications and Bid Form in the Colors column.
- Again, for promotional items, items will be ordered most of the time with logos in all black or all white, but pricing is requested for items/colors where 3-color would be visible. The Humane Officer badge is the only 4-color logo, so to be cost-effective any set up for promotional items for their items should just be in all black or all white.
- The thread brand/colors used in previous orders with the County/County Department logos where the logo is in full color are:
  - Madera Polyneon No. 40 Polyester Embroidery Thread
    - Blue: 1797
    - Green: 1701
    - Gray: 1665

The thread for the County/County Department logos can be a different brand but should be equivalent in color/quality. For the Humane Officer badge logo, Public Health, Family Arena logos, and any additional logos that come along, thread colors should match the printed version of the logo as close as possible.

- The County will provide “eps” files of logos to the winning bidder(s). Embroidered/screen printed logos should look as close to the print version of the logos as possible in terms of letter and shape thickness, etc.
- Sew-out samples of the logos will be required prior to the set-up of the website/prior to orders being placed .



Additional Items



Bid Response for

Name of Compa.



# ST. CHARLES COUNTY



County logo is 1.25 in. tall and 3.25 in. wide.  
wide (see County Department logo list  
for those sizes)



3.25 in. wide by 3.25 in. tall



**Public Health**  
Prevent. Promote. Protect.

3.75 in. wide by 3.5 in. tall



3.5 in wide by 2.5 in. tall

## Exception Sheet

If the item(s) and/or services proposed in the response to this bid is in any way different from that contained in this proposal or bid, the bidder is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

**BID FORM**

**SB 14-043**

**Uniforms, Apparel, and Promotional Items**

---

(Bidder name)

**Submits the following bid for this project:**

Please answer one of the following questions, indicate with an “ X” as to how your company will provide service to the County and have included that information with your proposal.

1. \_\_\_\_\_ Vendor offers “online store” and has included information/examples.
  
2. \_\_\_\_\_ Vendor does not offer an “online store” and has provided the requested information.

Bidders are to include with their bid submittal, a separate attached sheet(s) of an itemized list that follows the same order as the bid form Item # the Brand, Make and Model # of products bid that includes a description and where applicable the fabric weight in oz.

---

Authorized signature

Date \_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND ENCLOSED WITH THE BID**

**Audit Clause for Contracts**

Examination of Records

The Contractor's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The contractor must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations, obtained during audits, will be kept confidential.

The Contractor will require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Business Hours: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

(Indicates acceptance of all bid terms and conditions)

Date: \_\_\_\_\_

# AFFIDAVIT OF WORK AUTHORIZATION

Comes now \_\_\_\_\_ as \_\_\_\_\_ first being duly  
(Name) (Office held)

sworn, on my oath, affirm \_\_\_\_\_ is enrolled and will  
(Company name)

continue to participate in a federal work authorization program in respect to employees that will work

in connection with the contracted services related to \_\_\_\_\_

\_\_\_\_\_  
(Describe project or insert bid number)

for the duration of the contract, in accordance with RSMo Chapter 285.530 (2). I also affirm that  
\_\_\_\_\_ does not and will not

\_\_\_\_\_  
(Company name)

knowingly employ a person who is an unauthorized alien in connection with the contracted services  
related to the \_\_\_\_\_

\_\_\_\_\_  
(Describe project or insert bid number)

for the duration of the contract.

***In affirmation thereof, the facts stated above are true and correct (the undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo).***

\_\_\_\_\_  
Signature (person with authority)

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_ . I am commissioned as a notary  
(Day) (Month & Year)

Public within the County of \_\_\_\_\_, State of \_\_\_\_\_, and my

commission expires on \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Date



**EXHIBIT A**

**ST. CHARLES COUNTY  
DOMESTIC PRODUCTS PROCUREMENT ACT (BUY AMERICAN)**

The Missouri Domestic Products Procurement Act (34.350-34.359 RSMo) requires that for all bids with a value of \$25,000 or more, the goods or commodities purchased by any public agency (which definition includes all political subdivisions of the State, including counties) or used or supplied in the construction, alteration, repair, or maintenance of any public works must be **manufactured or produced** in the United States. As defined in 34.350 RSMo, United States means the United States of America, the District of Columbia, and all territories and possessions subject to the jurisdiction of the United States. The law also requires that the bidder must provide proof of compliance. **Note: In general, if an import tariff is applied to an item, it does not qualify for the Buy American preference. In addition, Most Favored Nation status does not allow application of the preference.**

**Section A – All Products Are Manufactured or Produced In U.S.**

If all products bid qualify as domestic products under Missouri law, complete only Section A.

I hereby certify that all products qualify as domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.
SIGNATURE
COMPANY NAME

**If Section A is completed, do not complete Section B.**

**Section B – Only One Product Line or No Products Are Manufactured or Produced In U.S.**

If only one product line or no products are manufactured or produced in the U.S. complete only section B.

I hereby certify that there is only one product line or no product manufactured or produced in the U.S., that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.
SIGNATURE
COMPANY NAME

**Section C – Products May Qualify Because of Qualifying Treaty**

If some or all products bid qualify for domestic status because of a trade treaty, etc., then the bidder must identify each product, country and qualifying treaty, etc. below. The bidder must list ALL products which are or may qualify as domestic below. If more space is needed, please copy this form and submit as an attachment.

BID ITEM NUMBER(S)	COUNTRY WHERE MANUFACTURED OR PRODUCED	QUALIFYING TREATY, LAW, AGREEMENT, OR REGULATION

**SECTION C**

I hereby certify that the specific items listed above are domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.
SIGNATURE
COMPANY NAME