1 Scope of Work

1.1 The State of Iowa seeks qualified contractors to provide Apparel at a discounted percentage rate, that can also be embellished by the Bidder, with State of Iowa-approved and provided logo artwork and/or patches for the various State of Iowa Agencies and Political Subdivisions that provide apparel items for use by their agencies.

1.2 The Contractor shall furnish Apparel items as requested by agencies to be embroidered or screen-printed with Agency-provided logo artwork or application of patches provided by Agencies as specified in accordance with details provided at time of order placement. **Attachment 2** is an example of specifications for DNR embroidery and screen-printing placement details.

1.3 Services shall include Embroidery, Screen-Printing and Patch Application.

1.4 The Contractor shall meet established Brand, service response and completion requirements as detailed in the Mandatory Requirements section of this document.

1.5 The resulting contract will establish an indefinite delivery/indefinite quantity (IDIQ) arrangement for product and services ordered by State of Iowa Agencies and Political Subdivisions.

1.6 Bids will be evaluated based on the bid percentage discounts offered for Tier 1 Brands as detailed in Section 2.10 of this document. One vendor will be awarded per Tier 1 Brand bid. All vendors awarded contracts will be required to provide the Embellishment services Listed in Section 2.15 of this document.

1.7 Vendors shall submit a completed copy of **Attachment 3 – Pricing Bid Submittal Worksheet** to be considered responsive. A copy of the Current Calendar Year MSRP/List pricing shall accompany this submittal document.

1.8 Contract term shall begin 2/1/2027 and end on 1/31/2028. The agency shall have the sole option to renew the contract upon the same or more favorable terms and conditions, for up to five (5) annual extensions.

2 Mandatory Requirements

General Requirements

2.1 Bidder shall require no minimum order quantities or total order amount from Agencies.

2.2 All products delivered shall be fully guaranteed to be free of defect, be of first quality and no seconds or irregulars shall be accepted.

2.3 Product shall have a maximum shrinkage factor of 2%-3% for 50/50 blend fabric. Product shall have a maximum shrinkage factor of 4%-6% for 100% cotton fabrics.

2.4 All clothing items shall be machine washable and colorfast. An assortment of colors shall be available for all items listed unless otherwise stated.

2.5 All items shall have original and permanent labels stating the fabric contents, size, care instructions and brand name.

2.6 All sizes shall be industry standard and meet criteria according to the Federal Commercial Standard. Bidder shall not deviate from sizes ordered. All sizes shall be standard and run true-to-size. Bid shall include range of sizes available per brand.

2.7 Bidder shall have the necessary production facility or inventory to be able to provide listing of items to the Agency in a timely manner and in full accordance with the material specifications in Section 2.10 for Tier 1 awarded brand(s).

2.8 Should the manufacturer make noticeable changes to an item, or an item currently on

Contract is discontinued by the manufacturer, the Bidder shall notify the issuing officers of this RFB or DAS Central Procurement within fifteen (15) business days. Failure to do so may result in cancellation or termination of the contract.

Clothing Requirements and Pricing

2.9 Apparel offered shall include, but is not limited to, Shirts, Sweatshirts, Pants, Jackets, Outdoor clothing and a variety of Head coverings.

2.10 **Tier 1 Brands** - Approved Apparel brands most required: Carhartt, Champion, Cornerstone, Fruit of the Loom, Gildan, Hanes, Jerzees, Port & Co, Port Authority and Sport-Tek. Bidders shall indicate Brand of Bid and the Bidder's best and final percentage categorial discount off the current calendar year manufacturer's MSRP/list price. Unless explicitly noted as an exception on the Bid Form, the quoted percentage discount will apply uniformly across all standard and specialty/extended sizes (e.g. 2XL-5XL, Tall).

2.11 **Tier 2 Brands** - Approved Apparel brands sometimes ordered: 5.11 Tactical, Atlantis Headwear, Brooks Brothers, Brunt, Columbia, District, Dri-Duck, Eddie Bauer, Lane Seven, Legacy, Levi, New Era, Next Level, Nike, Ogio, Paragon, Patagonia, Propper, Red Kap, Smartwool, True North, Under Armor and Wrangler. Bidders shall indicate Brand of Bid and the Bidder's best and final percentage categorial discount off the current calendar year manufacturer's MSRP/list price. Unless explicitly noted as an exception on the Bid Form, the quoted percentage discount will apply uniformly across all standard and specialty/extended sizes (e.g. 2XL-5XL, Tall).

Embellishment Requirements

2.12 Artwork shall be accepted by the Contractor from ordering entities or authorized State employees in the following formats: EPS, CDR, AI, PDF, TIF, JPG, BMP or RAW. Camera-ready artwork may also be provided. All artwork and materials provided to the Contractor shall be considered the property of the ordering entity and shall be returned to the ordering entity at the end, cancellation or termination of the Contract. Final payment may not be made until all materials have been returned to the ordering entities.

2.13 The Bidder may be required to sew a patch or embroidered emblem on to garments. Patches, when furnished by the Agency to the Bidder, shall be stored in a clean, dry and secure area. Providing patches to unauthorized person(s) may result in cancellation or termination of the contract.

2.14 Embroidery, patch application and screen-printing must be completed per the approved proof from the ordering entity/employee without error.

2.161 Errors made in patch application, embroidery or screen-printing made by the Contractor(s) after the proof has been approved in writing, will be the responsibility of the Contractor to replace with a new garment with the requested embellishment(s) at no cost to the ordering entity. The replacement apparel or accessory shall be delivered within 10 business days of the reported error.

2.162 Errors in patch application, embroidery or screen-printing determined to be the fault of the ordering entity will be replaced with new garments and requested embellishments with all replacement costs charged to the ordering entity/employee.

2.163 Continued receipt of defective merchandise may result in the State purchasing the replacement items on the open market and charging the difference in the open market price and the Contract price back to the Bidder.

2.15 Pricing shall be provided for each of the types of embellishments required:

2.171 Embroidery Services
2.172 Screen-Printing Services
2.173 Patch Application Services.

Order Processing

2.16 Orders shall be accepted via telephone, email or via online portal. Bidders may enter a link to an internet site for online ordering with the State Pcard. All internet-based ordering mechanisms provided shall be free of charge and shall comply with the State's Pcard protocol.

2.17 Bidders shall provide requesting Agencies quotes for catalog products per discount percentage. Bidder quotes shall include both the list price and the discounted price on the quote. Bidder shall provide quote to requesters within twenty-four (24) business hours of receipt of the request.

2.18 The Bidder shall email an order confirmation to the Agency within twenty-four (24) hours of receipt of order placement. This email service shall be available from all Bidders who accept purchase orders via phone or email at no additional charge to the Agency. Internet-based orders will receive order confirmation via email.

2.19 Bidder shall provide a proof of the embellishment order via email for all orders placed and Contractor will not move forward with the order until they have received written approval regarding proof acceptance from ordering personnel.

2.20 Bidder shall cooperatively work with Agencies requesting specific order forms for the standardization of apparel.

2.21 Bidder shall notify the Agency within twenty-four (24) hours, by email, when an item or order is on backorder or out of stock once Bidder has been alerted to backorder. This email notification shall be available from all Bidders who accept orders.

Order Acceptance and Returns

2.22 Bidder shall ship all orders FOB Destination, Freight Prepaid.

2.25 Delivery of embellished apparel and accessory orders shall be made within twenty (20) business days following receipt of written proof approval from ordering entity/employee. Failure to deliver within twenty (20) business days of final proof approval may result in the State purchasing the embellished clothing accessories on the open market and charging the difference in the open market price and the contract price back to the Contractor. Continued failure to not deliver on time may result in cancellation or termination of the Contract.

2.26 All items found to be defective or not in accordance with specifications related to this RFB, although accepted through oversight or otherwise, shall be returnable within thirty (30) business days of receipt and replaced free of charge at the Bidder's expense. No replacement, transportation or restocking charges shall apply.

2.27 Bidder shall have the ability to resolve any questions or problems and correct all order errors within thirty (30) business days of receipt of order to Agency. The State of Iowa shall not be assessed restocking charges or any other form of return charges.

2.28 Bidders shall label shipped packages with the ship-to address and contact person. The package must include a detailed packing slip with the PO number, ship-to information, product description, item number and quantity shipped. The packing slip may also include the invoiced price.

2.29 All orders shall arrive display-ready, trimmed of loose threads and wrinkle free.

2.30 The State of Iowa will not buyout any Bidder stock or inventory at the conclusion of the resulting contract.

3 Performance Metrics

3.1 Requests for quotes are processed within twenty-four (24) hours of receipt at a > 95% rate.

3.2 Orders are not actioned on until proof is authorized in writing by ordering entity at a > 95% rate.

3.3 Bidder orders are processed and delivered without error at a > 95% rate.

4 Agency Responsibilities

4.1 Orders shall be submitted with complete information and with artwork and/or patches as required at a > 95% rate.

4.2 Proofs responses from Bidder are processed within a twenty-four (24) hour response time at a > 95% rate.

4.3 Order mis-shipments or errors are addressed within fifteen (15) days of receipt at a > 95% rate.