



**REQUEST FOR PROPOSAL
RFP 17-05**

**Parks and Recreation Graphic Design,
Printing and Embroidery**

Proposals Due

April 11, 2017
3:30 pm

**CITY OF YUBA CITY
REQUEST FOR PROPOSAL
RFP 17-05**

NOTICE IS HEREBY GIVEN THAT the City of Yuba City, in the County of Sutter, State of California, will receive proposals for:

Parks and Recreation Graphic Design,
Printing, and Embroidery

Specification packets may be obtained from the Finance Department, City of Yuba City, 1201 Civic Center Blvd., Yuba City CA 95993 or on the website, www.yubacity.net, City Hall, Request for Proposals & Bids, Bid Notices, City of Yuba City-General Products & Services then click on RFP17-05 to download.

Request for Proposals are to be submitted on forms contained in the proposal packet. Proposals are to be submitted to the Finance Department at 1201 Civic Center Blvd., Yuba City, CA 95993 on or before April 11, 2017, 3:30 PM. The envelope shall display the following statement, "RFP NO: 17-05 PROPOSAL DUE APRIL 11, 2017, 3:30 PM". This is an informal proposal, no proposal reading will be completed.

The City will not accept responsibility for delays in receipt of proposals sent by mail or other carriers. It shall be the sole responsibility of each bidder to insure that the Finance Department has received proposals no later than the time and date stated. All proposals received after said time and date shall be rejected.

The City reserves the right to reject any or all proposals or to waive any informalities or minor irregularities in the proposal.

No offerors may withdraw their bid for a period of sixty (60) days after the date set for the opening.

Any questions concerning this bid and/or specifications may be directed to Vicky Anderson at vanderso@yubacity.net, prior to bid opening. If you do not have access to the website, you may call 530-822-4645 or stop by the Finance Department at City Hall, 1201 Civic Center Blvd., Yuba City, Monday thru Thursday 8 am to 5 pm to obtain a copy of the bid package.

By order of the City Council, City of Yuba City, County of Sutter, State of California.

Date:

3/10/17



Robin Bertagna
Finance Director

**PART I
GENERAL CONDITIONS**

1. PREPARATION AND SUBMITTAL OF PROPOSALS

- A. Proposals not submitted on the Proposal Form may be rejected.
- B. Proposals are to be submitted on forms contained in the proposal packet. Proposals are to be submitted to the Finance Department located at 1201 Civic Center Blvd., Yuba City, CA 95993, on or before April 11, 2017 at 3:30 P.M. The envelope shall display the following statement, "PROPOSAL RFP 17-05, PROPOSAL DUE APRIL 11, 2017 3:30 P.M." This is an informal proposal; no proposal reading will be completed.
- C. All information requested of the vendor shall be entered in the appropriate space on the Proposal Form. Failure to do so may disqualify your proposal.
- D. All information shall be entered in ink or typewritten. Mistakes may be crossed out and corrections inserted before submission of your proposal. The person signing the proposal shall initial corrections in ink.
- E. Corrections and/or modifications received after the closing time will not be accepted. Any exceptions to specifications must be stated on the proposal.
- F. Four (4) copies of all documents must be submitted by the date and at/or prior to the time specified, to be considered. No late proposals, telegraphic, telephone or email proposals will be accepted. The City will not be responsible for, nor will accept postmarks from the U.S. Postal Service or other facsimile record of other carriers as proof of timeliness.
- G. An authorized officer or agent of the offer shall sign all proposals.
- H. All proposals, whether accepted or rejected, shall become the property of the City of Yuba City.
- I. Each vendor shall state net price for said item/service delivered F.O.B., Yuba City, CA, City Hall, 1201 Civic Center Blvd., Yuba City, CA 95993.
- J. The contract awarded by the City Council to provide the specified items shall include the City's entire proposal packet and specifications, all submittals provided to the City with the proposal, any written clarifications to the proposal provided by the City to the proposers, and any addendum issued by the City during the proposal period.

2. BRAND NAMES

- A. Any reference to brand names and numbers in the Request for Proposal is descriptive, but not restrictive, unless otherwise specified.
- B. Proposals on equivalent items meeting the standards of quality thereby indicated will be considered, unless otherwise specified, providing the proposal clearly describes the article offered and how it differs from the referenced brands.
- C. Unless the proposer specifies otherwise in his/her proposal, it is understood that the proposer is offering a referenced brand item as specified in the Request for Proposal. The City of Yuba City reserves the right to determine whether a substitute offer is equivalent to and meets the standards of quality indicated by the brand name references; and the City of Yuba City may require a proposer offering a substitute to supply additional descriptive material.
- D. All shirts and caps are to be new. No shopworn, irregular, demonstrator shirts/caps or printing/embroidery materials are to be offered.

3. TAXES

- A. Add 7.25% California Sales Tax to the item(s) in your proposal.
- B. If your company is outside California and collects use tax, please state the amount as a separate item if the City of Yuba City is to remit the tax.
- C. Do not include Federal Excise Tax in your bid.

4. PAYMENT, TERMS, & INVOICE REQUIREMENTS

- A. Proposer must state exact payment terms in their proposal. Prepayment options shall not be acceptable.
- B. Invoices shall be mailed, to the City of Yuba City – Attention: Parks and Recreation
- D. The City will issue a purchase order for the shirts or caps needed. Delivery, or receipt of the shirts or caps by the City, shall not constitute acceptance. Upon delivery of the shirts or caps, representatives of the City will inspect the shirts or caps for conformance with the specifications and conditions of the Contract. When the City is satisfied that the shirts or caps are in compliance with these proposal requirements, General

Conditions of the contract, and that the shirts or caps meet the City's standards of quality and workmanship, the City will notify the vendor by telephone of said acceptance of the shirts or caps. After acceptance is received, the Contractor may place a demand upon the City for payment in full. Under no condition will the City make partial payment, progress payments, or otherwise modify these terms and conditions for payment.

5. LIABILITIES

- A. The vendor shall hold the City of Yuba City, its officers, agents, and employees harmless from liability of any nature or kind because of use of any copyrighted or non-copyrighted composition, secret process, patented or non-patented invention, articles or appliances furnished or used under this proposal, and agrees to defend, at his/her own expense, any and all actions brought against the City of Yuba City or himself/herself because of the unauthorized use of such articles.

6. AWARD OF PROPOSAL

- A. **Competitive Request for Proposal:** If more than one proposal is offered by an individual, firm, co-partnership, corporation, association, or any combination thereof under the same or different names, all such proposals may be rejected. All proposers are put on notice that any collusive agreement fixing the prices to be offered so as to control or effect the awarding of this proposal is in violation of competitive proposal requirements, and may render any proposal under such circumstances void.
- B. **Award of Proposal:** Award will be made to the proposer offering the most advantageous proposal after consideration of all Evaluation Criteria set forth below. The criteria are not listed in any order of preferences. An Evaluation Committee will be established by the City. The Committee will evaluate all proposals received in accordance with the Evaluation Criteria. The City reserves the right to establish weight factors that will apply to the criteria depending upon order of importance. The City shall not be obligated to accept the lowest priced proposal, but will make an award in the best interests of the City after all factors have been evaluated, subject to the rights of the City Council, City Manager or Purchasing Agent to award the contract to another proposer when the City Council, City Manager, or Purchasing Agent determines it would be in the best interest of the City. If the proposal is under \$50,000 the proposal may be awarded by the City's Purchasing Agent. If the proposal is over \$50,000 it shall be presented to the City Council for award. It is at the sole discretion of the City to determine the proposer best suited in meeting those needs.
- C. Within sixty (60) days after the proposal opening, a contract will be awarded by the City Council or Purchasing Agent. The time for awarding the contract may be extended by the City Council or Purchasing Agent for a reasonable time beyond sixty (60) days, as may be required to evaluate

proposals, or for such other purposes as the City Council or Purchasing Agent may determine. Evaluation Criteria that will be used to evaluate all proposals that are received are listed below:

1. Reasonableness of cost
 2. Responsiveness and quality of original designs submitted
 3. The ability, capacity and skill of the bidder's transfer capabilities
 4. The character, integrity, reputation, judgment, experience, and efficiency of the bidder, particularly with reference to past purchases by the City
 5. Experience, education, and credentials of proposer's staff
 6. Recommendations from references
 7. Other information secured and having bearing on the decision to award the contract
 8. Continuity of service
- D. The City of Yuba City reserves the right: (1) to reject any or all proposals or any part thereof and (2) to waive any informalities and/or negotiate minor deviations to the proposals, with the successful firm. The City of Yuba City's decision shall be final.
- E. If a contract shall be entered into by the bidder and the City of Yuba City, such contract shall not be assignable by the bidder in whole or in part without the written consent of the City of Yuba City.
- F. Acceptance of garments shall be made upon the City of Yuba City's complete satisfaction.

7. AWARD SELECTION PROCESS

- A. Selection of qualified Proposers will be based on the following: quality and completeness of submitted proposal relative to the description given in the RFP; understanding of project objectives; project approach; experience and expertise with public agencies and similar types of efforts; and references. The Proposer selected will enter in a contract with the City.

<u>EVALUATION CRITERIA</u>	<u>PERCENTAGE</u>
Reasonableness of cost	30
Quality, and innovation of designs submitted	25
Ability, capacity, and skill of the bidder's transfer capabilities	25
Experience, education, and/or credentials	10
References-- both with similar types of projects and experience with public agencies/ past experience with Yuba City or other local agencies	10

8. CHANGES IN PURCHASING ORDER/CONTRACT

- A. No changes may be made in the purchase order/contract without written authorization of the City of Yuba City Purchasing Agent.
- B. Quantities specified in the order are not to be exceeded without written authorization from the City of Yuba City Purchasing Agent.
- C. Materials must be properly packaged and marked with the purchase order number. Damaged materials will not be accepted.

9. STATEMENT OF INTENT

- A. It is the intent of City of Yuba City that the shirts are delivered in full compliance with the specification.

10. ACCEPTANCE/INSPECTION

- A. All shirts or caps ordered with this request will be subject to inspection upon receipt. Inspection and acceptance will not take more than five working days. The vendor will be notified within this time frame by telephone if the unit delivered is not in full compliance with the purchase order specification.

11. CONFLICT OF INTEREST

- A. Bidder warrants and covenants that no official or employee of the City of Yuba City, nor any business entity which an official of the City of Yuba City has an interest, has been employed or retained to solicit or aid in the procuring of the resulting contract, or purchase order, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the City of Yuba City.
- B. The relationship of the Contractor to the City will be that of an independent Contractor and not as an officer, employee or agent of the City.

12. FORCE MAJEURE

- A. In the event of emergencies or natural disasters such as fire, flood, blizzard, strike, accident, consequences of foreign or domestic wars, or any other cause beyond the control of the parties to this agreement which will delay or interfere with the use or delivery of the products described in this bid, deliveries under said agreement may, at the option of either party, be suspended during the period required to remove the cause or repair the damage.
- B. The City of Yuba City reserves the right to acquire from other sources any products necessary for the proper operation of its business during any suspension of agreement pursuant to circumstances outlined above.

13. NON-DISCRIMINATION

- A. The Contractor shall be responsible to see that there is no discrimination against any employee who is employed in the work covered by the Contract or any applicant for employment because of sex, race, religion, color, or national origin, and that this Contract provision shall include but not be limited to, the following: employment, upgrading, promotion or transfer, recruitment, or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship.
- C. It is the policy of the City of Yuba City that, in accordance with the provisions of State and Federal Law concerning the use of State or Federal Funds, no otherwise qualified individual shall, solely by reason of his or her race, color, religion, sex, national origin, age, marital status, ancestry, or handicap, be denied the benefits of or be subjected to discrimination under any program, activity or hiring practice.

14. TERMINATION FOR CAUSE

- A. In the event the Contractor fails to meet the specifications of the contract, as determined solely by the City, the City may terminate the contract without penalty and be relieved of any further consideration to the Contractor. Notice of such termination shall be in writing and shall take effect ten (10) days after mailing such notice. In the event of termination, the full extent of City liability shall be limited to an equitable adjustment and payment for materials and/or services authorized by and received to the satisfaction of the City prior to termination.

15. TERMINATION FOR CONVENIENCE

- A. City may terminate the contract at any time and for any reason by giving specific written notice to the Contractor of such termination and specifying the effective date thereof, at least thirty (30) days prior to the effective date of such termination. If the City terminates the contract provided in this paragraph, Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed. Contractor expressly agrees that no further penalties, remedies, or consideration would be forthcoming in the event of termination for convenience.

16. OTHER AGENCY “PIGGY-BACK” PROCUREMENTS

- A. Other municipalities, fire districts, or public agencies may be interested in participating in this bid. Such “piggy-back” awards will be made independently by each agency, and the City is not an agent, partner or representative of these agencies and is not obligated or liable for any action of debts that may arise out of such independently negotiated “piggy-back” procurements. The bid proposal form includes a space for the vendor to indicate their willingness to allow other agencies the opportunity to “piggy-back”.

17. ADDENDUMS

- A. The bidder is responsible for checking the City’s website or calling the Finance Department at 530-822-4645 for addendum(s). Addendum(s) may be posted up to 72 (seventy-two) hours prior to the bid opening. The bidder is responsible for incorporating all addendum(s) into the original bid package. The bid proposal form has an area to indicate that if an addendum(s) was released by the City, it was incorporated into the bid proposal form by the bidder. If the bidder does not acknowledge the addendum(s), the City reserves the right to reject the bid.

18. PRICING

Only those charges that are identified on the quote form and agreed upon by the City will be allowed. Charges shall remain firm the initial twelve (12) month period of the contract.

Prices may be adjusted annually (on the day the contract was signed by The City of Yuba City and the Contractor) by an amount not to exceed the Consumer Price Index (CPI) for the California CPI, Urban Wage Earners and Clerical Workers, published by the United States Department of Labor, Bureau of Labor Statistics for the prior 12-month period. Prices shall remain firm for the following 12-month period. The charges may be increased in the following manner: the numerator will be the CPI (as listed above) of the month three (3) months prior to the Adjustment Date and the denominator will be the CPI (as listed above) of the previous year of the month three (3) months prior to the signing of the contract. Under no circumstances will adjustments in the fees exceed five (5) percent per additional period. Contractor must provide the City 30 (thirty) day written notification of any proposed price increases. Price increases shall become effective 30 (thirty) days after the City receives written notification of such increases. The effective date shall be 30 (thirty) days from the date of the postmark or fax. Notifications of price increases may be faxed; however, mailing of the original must follow.

PART II SPECIFICATIONS

PURPOSE

The City of Yuba City proposal is for producing printed and/or embroidered shirts in accordance with the guidelines listed below for the Parks and Recreation Department. Items include but not limited to tank tops, tee shirts, long sleeve shirts, polo shirts, and sweatshirts. The service desired is the original production of designs and embroidery and transfer of these designs on the above listed garments. The shirts will be used in a wide range of activities including, but not limited to, adult sports leagues, youth sports leagues, City festivals, and other Recreation coordinated events throughout the year.

SCOPE OF WORK

The City's Parks and Recreation Department is accepting proposals from merchants with the capability of producing printed and/or embroidered shirts. This proposal covers a variety of activities from large orders to small orders. Although there is no guarantee of the number of shirts that the Yuba City Parks and Recreation Department will purchase during the term of the contract, the specification guidelines are based upon orders made during the last few years. The Yuba City Parks and Recreation Department is planning on offering at least the same number of programs as in the past. However, the City can make no guarantees of participant levels or continued programming. A tentative schedule of activities is attached. Not all shirts will be ordered at one time. Orders will be placed when needed.

GRAPHIC/ARTWORK DESIGNS

Over the course of one (1) year, there will be approximately 30-40 graphic/artwork designs needed. A qualified graphic designer must be on staff. Graphic/artwork design will vary with the activity offered, however diversity in artwork is required. **Graphic design costs are to be included in the cost of the shirts.** Graphic/artwork will be developed by the bidder and must be approved by the City of Yuba City Parks and Recreation Department before printing on the items.

The designs must be submitted electronically. Under no circumstances shall designs be printed or embroidered on the shirts without the City of Yuba City designee approval.

Graphic designs must be age appropriate and relate to the Parks and Recreation activity. Graphic designs must be modern and keep up with current trends. For example: If t-shirts were needed for an adult softball league then the design must relate or tie into the softball subject.

The primary design work must be original in nature. Vendor is required to own and use up to date graphic design software. Font clipart is acceptable. Items on the design must be centered if the goal is centered artwork. No askew artwork unless it ties to the design will be acceptable. For example: If a badger is to be centered between two lines of writing then the badger must not be off to the right or left.

The designs developed for the Parks and Recreation Department over the course of the contract become the property of the City of Yuba City. The City retains the title to the designs after the printing or embroidery on the City's Parks and Recreation shirts.

ITEMS TO SUBMIT WITH PROPOSAL

- 1) Three (3) designs submitted on paper in color ink. One (1) design must be for a youth (ages 4 to 7) basketball team, second design must be for an adult softball team. Both of the previous designs must utilize three (3) to four (4) colors. The last design must be your best special event design (not sports related).
- 2) Design transfer. The designs that are submitted on paper (above paragraph) must be the designs that are transferred to shirts for this section. Must be printed on a 50% cotton/50% polyester short sleeve type shirt and submitted with proposal. This is to insure that the vendor has adequate design transfer capabilities. Should be a total of three (3) shirts submitted for this section.

COLORS AND GARMENT LOCATION

Awarded contractor must provide a display pallet of available shirt and ink colors including florescent colors. A maximum of six (6) ink colors must be available for a possible six (6) color design, with printing on two locations on the shirts. The two locations will vary and may include BUT IS NOT LIMITED TO the chest area, shirt sleeve area, and back. Printing will occur on only two locations on the shirt. The six (6) colors must be able to be printed on all locations on the shirts. Ninety percent of the shirts will be required to have 3-4 colors in the graphic/artwork design.

Shirts for a team set must be printed with the same dye lot, i.e., all red shirts to be the same shade of red, not various shades of red. It is the vendor's responsibility to be sure dye lots match in all sizes for each team set before silk screening. The design colors that were originally approved must be representative of what the artwork displays.

Silk screen colors for each team must match for all sizes. Shades of silk screen color will not be accepted. Fabric bleed through silk screen ink may not occur.

NUMBERS-ANIMAL NAMES-CHARACTERS (on back of all Mighty Mite Sports)

When required, six (6) inch numbers will be put on shirts. There will be up to two (2) numbers per shirt. Approximately 1,200 of the shirts will contain numbers.

EMBROIDERY

Vendor must be capable of providing shirts with embroidered designs. At least twenty (20) embroidery colors must be available. Awarded contractor must provide the embroidery colors to the Parks and Recreation Department for color selection. The stitch count on embroidered items must be appropriate for the graphic to be embroidered. A

graphic that has little detail would have a lower stitch count (2,000 to 5,000) than a very detailed graphic (7,000 and up). All artwork/embroidery proofs will be approved by the City designated approved official prior to any stitch work being applied to embroidered items.

SHIRTS

The following shirts must be made available to the City for printing and embroidery work. Bidder must indicate on bid proposal form the brand and manufacturer's number that is being proposed. Quality of shirt construction must be the same for all shirts and as samples submitted with proposal.

The City will not be penalized for purchasing more or less than the estimated quantities below.

No mixing of brands, styles, or colors within a team set will be allowed without written consent granted by the City's Parks and Recreation Department prior to the awarding of the proposal.

Polo Shirts: short sleeve, 3 or 4 button front, 50/50 cotton pique fabric, pre-shrunk, contoured welt collar and cuffs, 7.5 oz., Outerbanks brand or equal
(Approx. Total: 40)

Sweatshirts: long sleeve, 50/50 crew neck, 7.5 oz., Hanes or equal
(Approx. Total: 75)

Sweatshirts: hooded, long sleeve, 50/50 crew neck, 7.5 oz., Hanes or equal
(Approx. Total: 50)

Tank Top Shirts: 50/50 cotton, available in women's and men's sizing, seamed edges, 5.4 oz, Hanes or equal (Approx. Total: 100)

Adult Short Sleeve T-Shirts: 50/50 cotton short sleeve, 5.4 oz. tapered neck, Hanes or equal (Approx. Total: 1000)

Adult Long Sleeve Shirts: 50/50 cotton long sleeve, tapered neck, Hanes or equal
(Approx. Total: 100)

Youth T-Shirts: 50/50 cotton short sleeve, 5.4 oz. tapered neck, Hanes or equal
(Approx. Total: 2500)

Youth Long Sleeve Shirts: 50/50 cotton long sleeve, tapered neck, Hanes or equal
(Approx. Total: 200)

Youth Basketball Jersey: Polyester Reversible, used for competitive youth basketball; 2 colors, numbers on both sides, City logo on both sides (Approx. Total: 150)

MISCELLANEOUS CHARGES

Artwork preparation, touch up costs, filling of shirt or caps orders, set-up charges, screen charges, flash charges, color change charges, and ink charges that will be needed in preparation of shirts will be included in the actual shirt cost. All costs must be itemized on the bid proposal form. The City will not honor any charges that are not itemized in the bid proposal form.

TIMELINES FOR ARTWORK AND DELIVERY

Step 1-Vendor will receive email requesting design

Step 2-Vendor will have one week (or negotiable) from date of email to submit three (3) design options.

Step 3-Within one week of receiving design options, City will approve final design and notify vendor

Step 4-Delivery time is fourteen (14) business days after receiving notification of approval of final design. (see Incoming Quality Inspection section on how items need to be packaged)

Step 5-Delivery time on special requests is five (5) business days after receiving approval of final design.

Step 6-Emergency replacement items will be processed within five (5) business days of notification.

Step 7-Vendor errors will be corrected and delivered within five (5) business day at the vendor's expense.

All items must be delivered to the City of Yuba City Parks and Recreation Department at the City Hall, 1201 Civic Center Blvd., Yuba City, Monday through Friday between the hours of 8 am to 12 pm. Each City order is considered a separate delivery and must be delivered in its time frame. Separately place orders cannot be combined.

INCOMING QUALITY INSPECTION

A City approved official will inspect all shirts. After delivery the City will notify vendor within two (2) business days if corrections are needed. Vendor errors will be corrected at the vendor's expense. If delivery is by an outside delivery service it will be at the vendor's expense to retrieve items that are incorrect after the City is in receipt of corrected item.

Shirts must be separated, boxed or bagged by team, division, coach, or sport. Information regarding the team/division/coach/sport will be provided by the Parks and Recreation Department.

Shirts must be delivered clean, wrinkle free, and folded without any debris or stains defacing the garment.

STANDARD AGREEMENT PERIOD

The standard agreement period is for one (1) year with two (2) one (1) year extension; contract is to start July 1, 2017. If it is mutually agreeable to the vendor and the City, the term of the agreement may be extended, not to exceed a total contract period of three (3) years. A copy of the standard agreement is attached for review.

BUSINESS LICENSE

All businesses doing work in the City of Yuba City should verify with the Finance Department if they are required to be registered for and pay the Yuba City Business Tax(es) and/or License. The Contractor and/or subcontractor(s) who is/are awarded the bid shall pay all costs necessary to obtain these licenses and/or tax(es) and maintain them in full force and effect during the term of this contract. Additional information and business licenses can be obtained by calling (530) 822-4619 or stopping by City Hall at 1201 Civic Center Blvd.

REFERENCES

Include three (3) references with other organizations or cities that have utilized your services. Please provide a project description with the project dates (starting and ending) List the company name, name of contact and title, phone number and email.

EXPERIENCE/EDUCATION/CREDENTIALS

The proposer shall be skilled and regularly engaged in this type of work. The proposer shall submit the number of years' experience, educational background, and credentials contained within his or her organization. The proposer is to indicate the experience, educational background, and/or credentials of the various employees that he or she employs. Please include any special workshops or seminars that have been recently attended or held.

PROPOSAL FORM

Please provide the base price of the shirt on the bid proposal form and then provide the additional cost for each additional color per location. For example: The base price of an adult t-shirt (short sleeve shirt), size S-XL, is \$5.00 and for each additional color the price is \$.30 per color per location.

**CITY OF YUBA CITY
REQUEST FOR PROPOSAL
NO. RFP 17-05**

BID PROPOSAL FORM

For: Parks and Recreation Graphic Design, Printing, and Embroidery

To: Contractor

Please provide base price of the shirts and caps and then provide additional cost for EACH additional color (as per descriptions in specifications above).

DESCRIPTION OF ITEMS

Polo short sleeve shirts w/design	Small- XL	\$_____ each
	XXL	\$_____ each
Sweatshirts, long sleeve w/design	Small-XL	\$_____ each
	XXL	\$_____ each
Sweatshirts, hooded, long sleeve w/design	Small-XL	\$_____ each
	XXL	\$_____ each
Tank Top with design	Small-XL	\$_____ each
	XXL	\$_____ each
Adult, short sleeve T-shirts w/design	Small-XL	\$_____ each
	XXL	\$_____ each
Adult, long sleeve T-shirts w/design	Small-XL	\$_____ each
	XXL	\$_____ each
Youth, short sleeve T-shirts w/design	Small-XL	\$_____ each
	XXL	\$_____ each
Youth, long sleeve T-shirts w/design	Small-XL	\$_____ each
	XXL	\$_____ each
Youth, basketball jersey polyester reversible (for competitive youth basketball)	Small-XL	\$_____ each
	XXL	\$_____ each

Brand type of shirts _____

Other charges/information

NUMBERS CHARGES

6" NUMBERS (cost per number) \$ _____ (per digit)

EMBROIDERY CHARGES

(per inch of the embroidered design) \$ _____ per inch per design

ADDITIONAL COLORS PER LOCATION \$ _____ per location

OTHER CHARGES

(itemize charges and how the charges will be leveled)

Charges NOT ITEMIZED on bid proposal will not be honored by the City of Yuba City.

In accordance with the Request for Proposal, Conditions and Specifications, the undersigned declares that the shirts offered are in accordance with all requirements of the City detailed therein. Further, the undersigned declares that he/she is authorized to enter into an agreement on behalf of the above named business.

Dated: _____

Name (printed) _____

Signature _____

Title _____

Name of Company* _____

Federal Tax I.D. No. _____

Business Address* _____

City, State, Zip _____

Telephone No. _____

Fax No. _____

E-mail _____

Addendums considered
(initial and indicate addendum number) _____

Addendums NOT considered
(initial and indicate addendum number) _____

Bid Item Available for Other Agency "Piggy-Back" Procurement:

Yes _____ No _____

*If awarded bid this name and address will be used for payment. No exceptions.

Additional information to be submitted with bid proposal form:

- ▶ Three paper designs meeting outlined requirements, page 10
- ▶ Design transfer submittal, page 10
- ▶ References, page 13
- ▶ Experience, Education, Credentials, page 13
- ▶ Plus any additional information about your company

SCHEDULE

The timeline reflects the months when the shirts will be ordered. The City does not guarantee the schedule nor will it be held responsible for the addition or subtraction of programs or events.

January:	-----
February:	Aquatics, Mighty-Mite Soccer
March:	Softball Tourney, Track and Field, T-Ball
April:	Hershey Track and Field, Softball Tourney
May:	Youth Baseball, Competitive Youth Basketball, Softball Tourney, Aquatics Staff, Softball Rec League, Aquatics
June:	League Softball, Aquatics, Summer Camp, 4 th of July Parade
July:	Aquatics
August:	Basketball, Softball and League, Cultural Celebration
September:	Mighty Mite Football, Youth Football, Honker Basketball
October:	Mighty Mite Basketball
November:	Youth Basketball, Competitive Youth Basketball, Softball
December:	Polar Bear Plunge

**CITY OF YUBA CITY
STANDARD AGREEMENT**

THIS AGREEMENT, made and entered into this ____ day of _____ 2017 in the State of California, County of Sutter, City of Yuba City, by and between the City of Yuba City, hereafter referred to as the City, and _____, hereafter referred to as the Contractor.

WITNESSETH: That the Contractor for and in consideration of the covenants, conditions, agreements and stipulations of the City hereinafter expressed, does hereby agree to furnish to the City services and materials, as follows:

As per specification in RFP17-05 for Parks and Recreation Graphic Design, Printing, and Embroidery

The provisions on the reverse side hereof constitute a part of this agreement.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, upon the date first above written.

**CITY OF YUBA CITY, A
MUNICIPAL CORPORATION**

CONTRACTOR

By: _____

Name: _____

Title: _____

Address: _____

By: _____

Title: _____

License No. _____

TERMS AND CONDITIONS

1. The contractor detailed on the front side of this order will hereinafter be referred to as Contractor. The City of Yuba City will hereinafter be referred to as The City.
2. The contractor shall indemnify, defend and save harmless the City, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, material people, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Contractor in the performance of this contract.
3. The Contractor, and the agents and employees of Contractor, in the performance of this agreement, shall act in an independent capacity and not as officers or employees or agents of the City.
4. The City may terminate this agreement and be relieved of the payment of any consideration to Contractor should Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination the City may proceed with the work in any manner deemed proper by the City. The cost to the City shall be deducted from any sum due the Contractor under this agreement, and the balance, if any, shall be paid the Contractor upon demand.
5. Without the written consent of the City, this agreement is not assignable by Contractor either in whole or in part.
6. Time is of the essence in this agreement.
7. No alteration or variation of the terms or specification of this contract shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.
8. The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly so provided.
9. All equipment, supplies and services sold to the City shall conform to the general safety orders of the State of California.
10. The City reserves the right to withhold payment until orders completed and/or accepted by the City.
- Item 11 ____ is x is not applicable to this agreement.
11. Sections 1771 through 1775 of the Labor Code are hereby made part of this agreement as if written in its entirety herein.