

STATE OF IDAHO
DEPARTMENT OF LANDS



SCREEN PRINTED T-SHIRTS & HOODED SWEATSHIRTS
REQUEST FOR QUOTE NO. 20-745
DUE BEFORE 4:00:00 P.M. PACIFIC TIME (P.T.) on MAY 5, 2020

**REQUEST FOR QUOTE
AND
INSTRUCTIONS**

Quotes will be received by the Idaho Department of Lands for the following:

SCREEN PRINTED T-SHIRTS & HOODED SWEATSHIRTS

LOCATION: Idaho Department of Lands
3284 W Industrial Loop
Coeur d'Alene, ID 83815

INSTRUCTIONS

All price quotes must be entered on the attached Schedule A. The signed Schedule A shall be Electronically Submitted to the Email listed below. The right is reserved to accept a quote on each item separately or as a whole. IDL shall award the Purchase Order to the qualified Supplier submitting the lowest responsible and responsive quote. In the case of math errors, the **PRICE PER UNIT** will be correctly extended and the corrected **TOTAL AMOUNT** will be the basis for award.

Upon award, vendor will (at no extra cost to IDL) ship one sample of a completed T-Shirt and 1 sample of a completed Hooded Sweatshirt so that IDL can proof prior to issuing a notice-to-proceed for the full order.

Vendors must submit pricing information even on the lines that do not currently have a planned order quantity. If IDL changes its size/quantity request prior to issuing a purchase order to the awarded vendor, it will contact the vendor for an updated shipping quote prior to issuing an order release.

Years 2 and 3 are optional order years. IDL does not have actual order quantities available at this point, but the order quantities are similar from year-to-year. If IDL chooses to exercise purchase options in years two and three, it is expected freight will be a similar percentage of the total order as compared to the previous year's order. The shipping location will be the same.

QUOTES DEADLINE AND ELECTRONIC DELIVERY REQUIREMENTS

Quotes must be received **before 4:00:00 P.M. P.T. on May 5, 2020**. IDL is not responsible for delayed delivery of electronically submitted quotes. The date and time of electronically received quotes, to the IDL email address listed below, will be used to determine if electronically submitted quotes were received by the due date and time specified. If you are not able electronically transmit your quote by email you must call 208-666-8613 and your quote will be recorded over the phone. **Late Quotes will not be accepted. Fax Quotes will not be accepted.**

Quote Email Address:

mrsande@idl.idaho.gov

QUESTIONS

Questions pertaining to this RFQ must be submitted in writing by email to mrsande@idl.idaho.gov. The deadline for receiving questions is 4:00:00 P.M., on 04/30/2020. Responses to all questions received will be posted as an addendum on the IDL website at www.idl.idaho.gov. Verbal questions will not be accepted.

SCHEDULE A

STATE OF IDAHO
DEPARTMENT OF LANDS
REQUEST FOR QUOTE
THIS IS NOT AN ORDER

Requisition Number: 20-745

Date: _____

INSTRUCTIONS:

Responders will use this form in submitting prices.

Destination: Idaho Department of Lands
3328 W Industrial Loop
Coeur d'Alene, ID 83815

QUAN.	UNIT	ARTICLES	Year 1 UNIT PRICE	Optional Year 2 UNIT PRICE	Optional Year 3 UNIT PRICE
20	Each	F170 Hanes Ultimate Cotton or equivalent Hooded Sweatshirt: Deep Forest Green Size Small. Included 6 Color Left Chest Print and 2 Color Full Back Screen Print, per example provided, Attachment 1.	\$	\$	\$
50	Each	F170 Hanes Ultimate Cotton or equivalent Hooded Sweatshirt: Deep Forest Green Size Medium. Included 6 Color Left Chest Print and 2 Color Full Back Screen Print, per example provided, Attachment 1.	\$	\$	\$
130	Each	F170 Hanes Ultimate Cotton or equivalent Hooded Sweatshirt: Deep Forest Green Size Large. Included 6 Color Left Chest Print and 2 Color Full Back Screen Print, per example provided, Attachment 1.	\$	\$	\$
40	Each	F170 Hanes Ultimate Cotton or equivalent Hooded Sweatshirt: Deep Forest Green Size X Large. Included 6 Color Left Chest Print and 2 Color Full Back Screen Print, per example provided, Attachment 1.	\$	\$	\$
00	Each	F170 Hanes Ultimate Cotton or equivalent Hooded Sweatshirt: Deep Forest Green Size XX Large. Included 6 Color Left Chest Print and 2 Color Full Back Screen Print, per example provided, Attachment 1.	\$	\$	\$
00	Each	F170 Hanes Ultimate Cotton or equivalent Hooded Sweatshirt: Deep Forest Green Size XXX Large. Included 6 Color Left Chest Print and 2 Color Full Back Screen Print, per example provided, Attachment 1.	\$	\$	\$
5	Each	PC61 Port & Co or equivalent Cotton T-Shirt with Pocket: Deep Forest Green Size Youth Large (Adult X-SM). Included 6 Color Left Chest Print and 2 Color Full Back Screen Print, per example provided, Attachment 1.	\$	\$	\$
00	Each	PC61 Port & Co or equivalent Cotton T-Shirt with Pocket: Deep Forest Green Size Small. Included 6 Color Left Chest Print and 2 Color Full Back Screen Print, per example provided, Attachment 1.	\$	\$	\$
40	Each	PC61 Port & Co or equivalent Cotton T-Shirt with Pocket: Deep Forest Green Size Medium. Included 6 Color Left Chest Print and 2 Color Full Back Screen Print, per example provided, Attachment 1.	\$	\$	\$

180	Each	PC61 Port & Co or equivalent Cotton T-Shirt with Pocket: Deep Forest Green Size Large. Included 6 Color Left Chest Print and 2 Color Full Back Screen Print, per example provided, Attachment 1.	\$		\$	\$
120	Each	PC61 Port & Co or equivalent Cotton T-Shirt with Pocket: Deep Forest Green Size X Large. Included 6 Color Left Chest Print and 2 Color Full Back Screen Print, per example provided, Attachment 1.	\$		\$	\$
20	Each	PC61 Port & Co or equivalent Cotton T-Shirt with Pocket: Deep Forest Green Size XX Large. Included 6 Color Left Chest Print and 2 Color Full Back Screen Print, per example provided, Attachment 1.	\$		\$	\$
00	Each	PC61 Port & Co or equivalent Cotton T-Shirt with Pocket: Deep Forest Green Size XXX Large. Included 6 Color Left Chest Print and 2 Color Full Back Screen Print, per example provided, Attachment 1.	\$		\$	\$
1	Each	Delivery; F.O.B. Destination	\$			

YEAR 1 TOTAL PRICE \$

Action	Due Date
<i>Request for Quote Responses Due Before:</i>	<i>4:00:00 P.M. P.D.T. , 5/5/2020</i>
<i>Delivery Required by:</i>	<i>06/2/2020</i>

Upon award and prior to delivering full order, samples of 1 T-shirt and 1 Hooded Sweatshirt must be submitted for proofing.

<p>Delivery requested <u>per specifications</u></p> <p>EMAIL QUOTE TO:</p> <p>mrsande@idl.idaho.gov</p>	<p>We have stated hereon the prices at which <u>we will furnish and at destination named above</u>, the articles or services as specified. Delivery will be made as specified above.</p> <p>Firm _____</p> <p>Street _____</p> <p>City _____ State _____ Zip Code _____</p> <p>Phone _____ Fax _____</p> <p>E-Mail _____</p> <p>Taxpayer ID# _____</p> <p>Signed by _____</p> <p>Printed Name _____</p> <p>Title _____</p>
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ATTACHMENT 1

6 Color Left Chest Print

2 Color Full Back Screen Print

Front Logo: 4 inches tall X 3 3/8 inches wide

Back Logo: 8 1/4 inches tall X 12.0 inches wide



T-Shirt

T-SHIRT

Front Logo: 1/2 inch above pocket

Back Logo: 4 inches from neckline—centered



Hooded Sweatshirt

Hooded Sweatshirt

Front Logo: 2 inches left of center & 5 1/2 inches from shoulder seam

Back Logo: 6 inches from neckline—centered

