

STATE OF IDAHO
DEPARTMENT OF LANDS



SCREEN PRINTED T-SHIRTS & HOODED SWEATSHIRTS

EMBROIDERED HATS

REQUEST FOR QUOTE NO. 24-773

DUE BEFORE 3:00:00 P.M. PACIFIC TIME (P.T.) on MARCH 27th, 2024

**REQUEST FOR QUOTE
AND
INSTRUCTIONS**

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

SCREEN PRINTED T-SHIRTS & HOODED SWEATSHIRTS & EMBROIDERED HATS

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

INSTRUCTIONS: All price quotes must be entered on the attached Schedule A. The signed Schedule A must be submitted with your response. The submitting Vendor agrees that its Quotation shall be good and may not be withdrawn for a period of ninety (90) days after the scheduled closing date, unless otherwise identified in the Solicitation. No Quotation will be accepted if marked "price prevailing at time of delivery," "estimated prices," "actual costs to be billed," or similar phrases. After the date and time of closing, no price change will be allowed, unless otherwise stated in the Solicitation. Submitting vendors may provide pricing for screen printed shirts and sweatshirts, embroidered hats, or both. IDL reserves the right to award all items to one vendor or split the awards to two vendors in the following manner: one to the lowest responsive, responsible vendor for screen printed shirts and sweatshirts; and one to the lowest responsive, responsible vendor for embroidered hats. No more than two awards will be made. In the case of math errors, the **UNIT PRICE** will be correctly extended, and the corrected **TOTAL PRICE** will be the basis of the award. The Quotation must be in U.S. Dollars.

If quoting on screen printed shirts and sweatshirts only, please leave the line for embroidered hats blank on the Schedule A or simply enter "No Quote". If supplying a quote for screen printed shirts and sweatshirts, a vendor **MUST** provide a price for each respective line to be considered for a purchase award.

If quoting on embroidered hats only, please leave all lines for screen printed shirts and sweatshirts blank on the Schedule A or simply enter "No Quote" on each respective line.

Upon award, vendor will (at no extra cost to IDL) ship one sample of a completed T-Shirt, 1 sample of a completed Hooded Sweatshirt AND 1 sample of a completed Embroidered Hat so that IDL can proof prior to issuing a notice-to-proceed for the full order. Proof delivery requested by April 16, 2024.

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.

RFQ DEADLINE AND ELECTRONIC DELIVERY REQUIREMENTS: Quotes must be received before 3:00:00 P.M. P.T. on March 27th, 2024. 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. Mailed 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 5:00 P.M., PT, on March 21, 2024. Only questions answered by written amendment are binding. Oral interpretations have no legal effect. Unofficial communication streams are not binding and at the Contractors own risk. 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.

All purchase orders related to this solicitation will be awarded in LUMA.

You must be registered in LUMA to receive a purchase order.

SCHEDULE A

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

Requisition Number: 24-773

Revision 1

Date: _____

INSTRUCTIONS:

Responders must use this form in submitting prices.

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

**** All Unit Prices are to Include Screen Printing as follows: 6 Color Left Chest Print and 2 Color Full Back Screen Print, per example provided, Attachment 1, 2 & 3.**

HATS ** All Unit Prices are to Include Embroidery as follows: 5 Color Front and 1 Color Left Side, per example provided, Attachment 1.

| QUAN. | UNIT | ARTICLES | SIZE | UNIT PRICE | TOTAL PRICE |
|--------------------|------|--|-------------|------------|-------------|
| 60 | Each | 4997M Jerzees Super Sweats NuBlend or equivalent Pullover Hooded Sweatshirt: Black Heather. | Small | \$ | \$ |
| 100 | Each | 4997M Jerzees Super Sweats NuBlend or equivalent Pullover Hooded Sweatshirt: Black Heather. | Medium | \$ | \$ |
| 180 | Each | 4997M Jerzees Super Sweats NuBlend or equivalent Pullover Hooded Sweatshirt: Black Heather. | Large | \$ | \$ |
| 80 | Each | 4997M Jerzees Super Sweats NuBlend or equivalent Pullover Hooded Sweatshirt: Black Heather. | X Large | \$ | \$ |
| 70 | Each | 4997M Jerzees Super Sweats NuBlend or equivalent Pullover Hooded Sweatshirt: Black Heather. | XX Lg | \$ | \$ |
| 20 | Each | 4997M Jerzees Super Sweats NuBlend or equivalent Pullover Hooded Sweatshirt: Black Heather. | XXX Lg | \$ | \$ |
| 20 | Each | PC55 Port & Company Core Blend Tee or equivalent T-shirt: Dark Heather Grey. | Youth Large | \$ | \$ |
| 60 | Each | PC55 Port & Company Core Blend Tee or equivalent T-shirt: Dark Heather Grey. | Small | \$ | \$ |
| 250 | Each | PC55 Port & Company Core Blend Tee or equivalent T-shirt: Dark Heather Grey. | Medium | \$ | \$ |
| 300 | Each | PC55 Port & Company Core Blend Tee or equivalent T-shirt: Dark Heather Grey. | Large | \$ | \$ |
| 300 | Each | PC55 Port & Company Core Blend Tee or equivalent T-shirt: Dark Heather Grey. | X Large | \$ | \$ |
| 50 | Each | PC55 Port & Company Core Blend Tee or equivalent T-shirt: Dark Heather Grey. | XX Lg | \$ | \$ |
| 30 | Each | PC55 Port & Company Core Blend Tee or equivalent T-shirt: Dark Heather Grey. | XXX Lg | \$ | \$ |
| 20 | Each | PC55 Port & Company Core Blend Tee or equivalent T-shirt: Dark Heather Grey. | Tall X Lg | \$ | \$ |
| 300 | Each | Richardson 115 Low Pro Trucker Hat: Black front with Charcoal mesh with two embroidered images per Attachment 5. . | | \$ | \$ |
| 1 | Each | FOB DESTINATION | | \$ | \$ |
| TOTAL PRICE | | | | | \$ |

| Action | Due Date |
|--|------------------------------------|
| <i>Request for Quote Responses Due Before:</i> | <i>3:00:00 P.M. P.T. 3/27/2024</i> |
| <i>Proof Delivery Requested by:</i> | <i>04/16/2024</i> |
| <i>Delivery Requested by:</i> | <i>05/06/2024</i> |

| | |
|--|--|
| <p>Delivery requested <u>per specifications</u></p> <p><u>EMAIL QUOTE TO:</u></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> |
|--|--|

ATTACHMENT 1

6 Color Left Chest Print

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



T-Shirt

Front Logo: 1/2 inch above pocket



Hooded Sweatshirt

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



2 Color Full Back Screen Print

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



T-SHIRT

Back Logo: 4 inches from neckline—centered



Hooded Sweatshirt

Back Logo: 6 inches from neckline—centered



ATTACH ENT 2

Hoodie Color - Black Heather

6 Color Left Chest
3.75" Wide
Forest Green #567
Kelly Green #354
Red #1797
Orange #157
Yellow #603
White



Idaho Department of Lands
FIRE
Management



2 Color Back
12" Wide
Red #1797
White

ATTACH ENT 3

Shirt Color -
Dark Heather Grey

6 Color Left Chest
3.75" Wide
Forest Green #567
Kelly Green #354
Red #1797
Orange #157
Yellow #603
White



Attachment 2



THREAD:
Black
White
Marigold
Scarlet
Field Green



THREAD:
Scarlet