



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

Winner 2000- 2008 Achievement of Excellence in Procurement Award
National Purchasing Institute



Felicia Strong-Whitaker, Interim Director

REQUEST FOR QUOTE NUMBER:

09GS69571B

WILL BE RECEIVED UNTIL 2:00 P.M., EST.

AUGUST 27, 2009

DESCRIPTION: CHESTNUT HILL LONG SLEEVE 100% COTTON TWILL 6.0 OZ SHIRTS

DEPARTMENT: FULTON COUNTY TAX ASSESSORS

Effective September 1, 2008, the Department of Purchasing & Contract Compliance will only accept responses to quotes electronically using our on-line Vendor Self Service system at www.fultonvendoreselfservice.co.ga.us. You must be a registered vendor in order to respond to quotes.

ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED ONLY TO THE PURCHASING CONTACT PERSON LISTED BELOW. BIDDERS MAY NOT HAVE CONTACT WITH COUNTY OFFICERS, ELECTED OFFICIALS OR COUNTY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.

CONTACT NAME

Gertis Strozier

E-Mail Address :

gertis.strozier@fultoncountyga.gov

Telephone Number:

404-612-5826

All information requested on this sheet must be completed. Unless specifications indicate "NO SUBSTITUTE", items determined by Fulton County to be "EQUAL OR BETTER" will be given full consideration. All prices QUOTED must be "FOB DELIVERED" unless otherwise requested, and must be submitted in the format requested. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.

Company Name:

Company Address:

City

State

Zip Code

Telephone Number:

Fax Number:

E-Mail Address:

RESPONSES MUST BE SUBMITTED ON-LINE AT www.fultonvendoreselfservice.co.ga.us BY THE TIME AND DATE INDICATED.

Person submitting QUOTE: (Please Print)

Date

Title

***Signature of the person submitting QUOTE:**

*Person submitting this e-quote has binding authority to submit contracts on behalf of the responding company. By submitting a response, vendor agrees that their quote is an offer to sell. All bidders shall comply with all Fulton County purchasing laws, policies, and procedures, as well as relevant state and federal laws— including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.

REQUEST FOR QUOTE GENERAL TERMS AND CONDITIONS

The following provisions are hereby made a part of this Request for Quote. Any contract or purchase order awarded as the result of this request shall be governed by these General Terms and Conditions. By submission of your responses to this quote, vendor agrees to furnish the product(s) and/or service(s) pursuant to these conditions.

1. **GENERAL.** These provisions are standard for all County contracts. The County may delete or modify any of these standard provisions for a particular contract or purchase order by indicating a change in the special instructions or provisions. **Any vendor accepting a purchase order award as the result of this request agrees that the provisions included within this Request for Quote shall prevail over any conflicting provision within any standard form contract of the vendor.**

2. **SUBMISSION OF RESPONSES.** Responses must be submitted for quotes on-line via the Vendor Self Service system at <https://fultonvendorelfservice.co.fulton.ga.us/webapp/VSSPROD/Advantage>. Response to quotes must be received no later than 2:00 p.m. on the date indicated.

3. **AMENDMENTS TO THE REQUEST FOR QUOTE.** Any amendment to pricing is valid only if in writing and issued by the County.

4. **NON-COLLUSION.** Bidder certifies that this bid is made without prior understanding, agreement or connection with any other corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. Bidder further understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards. Bidder agrees to abide by all conditions of this bid and certifies that person signing is authorized to sign this bid or proposal for the bidder.

5. **CONFLICT OF INTEREST.** Vendor states that no County officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the County.

6. **BASIS OF AWARD.** The County shall award to the overall lowest responsible and responsive vendor complying with the provisions of the Request for Quote. The following criteria may be considered by the County in selecting the most advantageous quote: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) vendor references. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.

7. **SAMPLES.** Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Vendor at the Vendor's expense. Samples of selected items may be retained for comparison purposes.

8. **NEW.** All items bid must be new. Used, rebuilt and refurbished items will not be considered unless specifically authorized by Fulton County in the written specifications.

9. **BRAND NAME SPECIFICATIONS AND APPROVED EQUIVALENTS.** Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The Vendor may offer any equivalent product which meets or exceeds the specifications. If quotations are based on equivalent products, the quote must: a) Indicate the alternate manufacturer's name and catalog number; b) Include complete descriptive literature and/or specifications; c) Include proof that the proposed equivalent will meet the specifications. The County reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If Bidder fails to name a substitute, goods identical to the published standard must be furnished.

10. **INDEMNIFICATION.** Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless the County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, its directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with its acceptance, of the performance, or nonperformance, of its obligations under this agreements.

11. **TAXES.** Fulton County is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.

12. **DELIVERY.** All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.

13. **RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT.** If any item furnished by the Vendor fails to conform to specifications, or to the sample submitted by the Vendor, the County may reject it. Upon rejection, the Vendor must promptly

reclaim and remove such item without expense to the County, and shall immediately replace all such rejected items with others conforming to such specification and samples. If the Vendor fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual cost to the County. If the Vendor fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.

14. **INVOICES AND PAYMENT TERMS.** Invoices are to be mailed to the County department specified on the resulting purchase order or master agreement. All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The County payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County and the correct invoice is received in the office specified on the purchase order.

15. **LEGAL REQUIREMENTS.** Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of quote and disputes about quotes. Lack of knowledge by any Vendor about applicable law is not a defense.

16. **ASSIGNMENT.** Any purchase order awarded shall not be assignable by the Vendor without the express written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.

17. **REJECTION OF BID.** Bids may be considered irregular and may be rejected if they show omissions, alternations of form, additions not called for, conditions, limitations, unauthorized alternate bids or other irregularities of any kind. The County reserves the right to waive minor technicalities or irregularities of bid.

18. **TERMINATION.** In the event any of the provisions of the purchase order are violated, the County may serve written notice of its intention to terminate the purchase order. Such notice will state the reason(s) for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the purchase order shall, upon expiration of ten (10) days, be terminated. Further, the County reserves the right to terminate for its convenience any purchase order in whole or in part upon giving thirty (30) days prior written notice to the other party.

19. **DEBARMENT.** If a Bidder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the Bidder must provide the County with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required, may result in the disqualification of your bid from consideration or termination of the purchase order, once awarded.

20. **RIGHT TO PROTEST.** Any actual or prospective Bidder who is aggrieved in connection with a solicitation or award of a contract/purchase order must submit its protest in writing to the Director of Purchasing & Contract Compliance, 130 Peachtree St. S.W., Suite 1168, Atlanta, GA 30303. A protest must be submitted to the Director of Purchasing & Contract Compliance in writing within 14 days after such aggrieved entity knows or should have known of the solicitation, the award of contract/purchase order to another or other acts giving rise to a protest. An oral protest or a protest to an official, employee, user department, or other person apart from the Director of Purchasing does not comply with Fulton County Code Section 2-324 and does not toll the protest time period.

REQUEST FOR QUOTE SPECIFICATIONS

Quote Number: 09GS69571B

Opening Date: August 27, 2009

Chestnut Hill Long Sleeve 100% Cotton Twill 6.0 oz. Shirts

Fulton County Department of Tax Assessors

1. DESCRIPTION

Fulton County Department of Purchasing & Contract Compliance is soliciting quotes from qualified vendors to provide Chestnut Hill long sleeve 100 % cotton twill 6.0 oz. shirts for Fulton County Tax Assessors Office.

2. CONTACT PERSON

Please contact Gertis Strozier, Procurement Officer at (404) 612-5826 or by e-mail gertis.strozier@fultoncountyga.gov, with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person. Any responses made by the County will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

You must be registered in the County's AMS System in order for the Department of Purchasing & Contract Compliance to issue your company a Purchase Order or to receive payments. If you are not a registered vendor you may access and complete the vendor application via the County's Vendor Registration website (www.fultonvendorelfservice.co.fulton.ga.us). You must provide a copy of your current Business License in order to complete the vendor registration process.

If your company is a registered vendor, you can respond to all quotes online and in real time on this website.

3. PRODUCT/SERVICE SPECIFICATIONS

Long sleeve 100% twill 6.0 oz shirts, button down collar with woodtone button, , three woodtone buttons on adjustable placket cuff, double needle stitching throughout, felled seams, left chest pocket and two ply back yoke and locker loop. Logo, setup and shipping charges must be included in quoted prices for all shirts/sizes. (See attached HoopMaster Logo Placement)

Color: Forest

Material: Cotton/Twill

Products #: 5234

Sizes: Small, Medium, Large, XLarge, 2XLarge, 3XLarge and 4XLarge

4. PRICING SHEETS

Quantity: 6 Small	\$ _____ea.
28 Medium	\$ _____ea.
42 Large	\$ _____ea.
44 XLarge	\$ _____ea.
40 2XLarge	\$ _____ea.
12 3XLarge	\$ _____ea.
4 4XLarge	\$ _____ea.

5. SPECIAL CONDITIONS/INSTRUCTIONS

Include Fulton County Logo with tree as follows:

All shirts must be embroidered; logo must be embroidered on left side of shirts; logo must be in proportion with the size of the shirts.

1. Box stitching color number 1072
2. Lines inside box color number 1390
3. Background color number 1072
4. Tree color 1390
5. Words below (Fulton County Board of Assessors) color number 1072

Samples:

Each vendors is required to submit one (1) sample of shirt, sample shall be new and unworn. Shirt shall be marked with the quote number, vendor name and address. Shirt must be delivered to the attention of the procurement officer and shall arrive no later than the quote opening date and time. If not mutilated or destroyed in the examination, the quoter will be responsible for removal of sample at his/her expense within (30) days of contract award. If the quoter fails to remove sample with in thirty (30) days, they shall be considered as abandoned and the County shall have the right to dispose of them as its own property. Quoters that do not submit sample will be excluded from consideration. **Successful vendor must provide a digital sew-out before processing, also must submit jpeg file on a CD. See design logos on page 6.**

Deliver to Fulton County Board of Assessors
141 Pryor Street, Suite 2052
Atlanta, Georgia 30303
Attention: Financial Assistant Manager

6. INSURANCE & RISK MANAGEMENT PROVISIONS

Not Applicable for this quote



**FULTON COUNTY
BOARD OF ASSESSORS**

HoopMaster Logo Placement

Here are some starting numbers I know some of our customers use. Please remember, these are only a starting point for the fixture. Placement will change for different brands and sizes of garment as well as different sizes of logos.

	Ladies	Mens
Small	C - 11	C - 15
Medium	C - 11	C - 15
Large	C - 15	E - 19
XL	C - 15	D or E 20
2XL	E - 20	F - 20
3XL	E - 20	F - 24

We suggest that you use the guide on the next page to figure out where the logo should be placed on your first shirt. Then, put a chalk mark or piece of tape on your first shirt where you want the logo. Next put the inner ring & backing material in your fixture. Then pull your shirt over the station until your seams hit the top of the station. Adjust your fixture so the center of the hoop is over the mark when you push the hoop down. Then look at the number the fixture is circling and the letter the top of the collar is pulled down to. The letter is very important because it sets the height of the logo on the shirt. You can then document the letter and number for future jobs. You can usually use this same setting for three sizes of shirts. Start with the middle size for your setup and then you can usually go to one size larger and one size smaller. Example, if you have Medium, Large, and XL shirts. Make your mark on the Large and get your fixture set up. You should be able to do the Medium and the XL at the same placement. If you go up or down 2 sizes from where you started you will probably want to mark a shirt and check the placement again. 19 is a good starting point for a lot of shirts but you really have to check the first set. Once you have the placement for a logo on a certain brand of shirt it is very easy to setup. You can not make a generic chart that will fit all brands of shirts and all logos. Shirts and logo size vary to much as well as customer preference.

If you need any more information, please give us a call.

Midwest Products Inc.
1-800-900-0741

For more information on placement go to

www.helenhart.com

Here you will find information on two books written by Helen Hart Momsen. These books are true reference books that will be welcome on the shelf of any embroidery business, large or small, new or established. One entire chapter of *Stitching by Design* is devoted to logo placement on almost any type of garment you will embroider.

Left Chest Placement

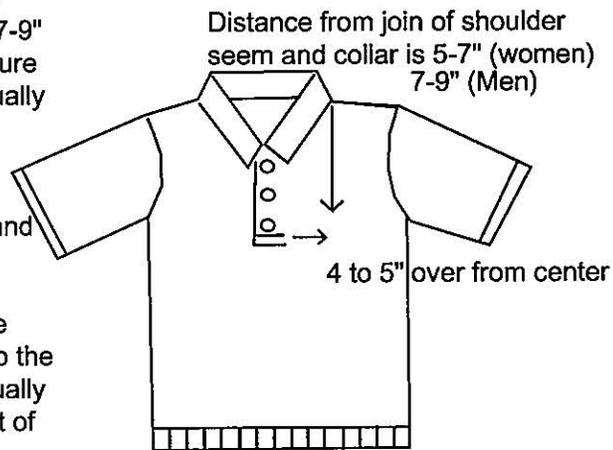
Measure down in a straight line from where the shoulder seam and the collar or ribbing meet. 7-9" for men and 5-7" for women's garments. Measure over from the center of the shirt to that line (usually 4-5"). Place the center of the design at the intersection.

For a child's garment measure down about 5" and over about 3"

When the shirt has no placket or other structure measure down the center of the shirt, parallel to the first line. Then measure to the vertical line (usually 4-5"). You can make a template of a placket out of cardboard or plastic to use as a marker.

Use the snaps or button on jackets as a guide. Between the second and third snap/button works well. Use the bottom of a V-neck as a guide.

To place a design on the left and right chest use the document grid on your HoopMaster. First find the placement on one side, then note the number the fixture is circling and the letter the shirt is pulled down to. Then use the same number and letter on the other side of the garment when hooping.

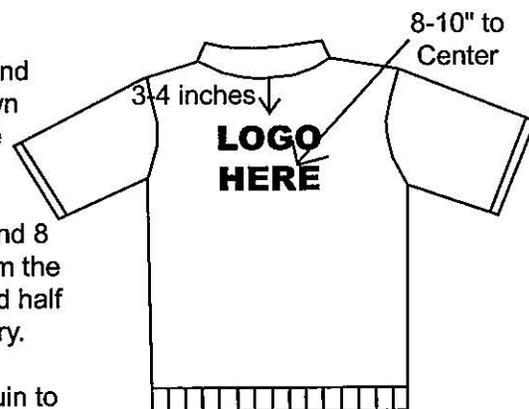


Center Back

Back placement is dictated by the size of the designs and the jacket. Close the jacket and place it face down on the worktable. Measure 3 to 4 inches from the seam at the bottom of the collar. Add half the height of the design to find the center. It will usually turn out to be 8 to 10 inches down from the center back collar seam to the center point of the design.

For a child's jacket the center will usually fall between 5 and 8 inches down from the collar. A distance of 2.5 inches from the collar to the top of the design is a good rule of thumb. Add half the height of the design to find the center of the embroidery.

As with any design placement, use a model or a mannequin to verify your decisions. An actual size sew out placed on the back is a good way to visualize the finished product.



Placement for this guide provided by Helen Hart Momsen
For more information on placement go to

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Here you will find information on two books written by Helen Hart Momsen. These books are true reference books that will be welcome on the shelf of any embroidery business, large or small, new or established. One entire chapter of *Stitching by Design* is devoted to logo placement on almost any type of garment you will embroider.

