

THE SCHOOL DISTRICT OF PITTSBURGH  
(Pittsburgh, PA)

REQUEST FOR PROPOSALS  
FOR ATHLETIC UNIFORMS  
2017-2018  
Interscholastic  
Athletics

**Issuance Date:** *August 4, 2017*

**Submission Date:** *August 30, 2017*

## Introduction

The purpose of this Request for Proposals is to obtain a single provider of Athletic Uniforms for the School District of Pittsburgh (“The District” or “School District”). The District anticipates selecting one highly qualified and flexible vendor to successfully coordinate and complete all of these pieces. Michael A. Gavlik will serve as the District’s project manager for the engagement.

The goal of the project is to provide the District with one (1) standard athletic uniform for all sports that meet all NFHS Standards. Request is for one (1) brand of uniform for all sports listed in Exhibit 1. The distribution of these materials will vary by target audience. Items will be delivered to multiple school locations.

Additional RFP terms and conditions are outlined in Exhibit 2.

The RFP will be in effect from November 1, 2017 – December 31, 2018

## Timetable/Response Submittal

The School District is requesting proposals from experienced and qualified vendor(s) to provide Athletic uniforms to the School District. Selection of the vendor will be made based on the proposals submitted and possibly oral interviews, if needed. A tentative timetable for the selection process is provided below:

- August 6, 2017 Release of RFP
- August 30, 2017 Receipt of Proposals
- September 7, 2017 Tentative Interview Date (if necessary)
- September 27, 2017 Legislative Approval by Board of School Directors

Upon the release of this RFP and during the conclusion of the selection process, there shall be no communication between any prospective respondents and/or their lobbyist(s), agent(s) with any staff of the School District, or any elected representatives or other appointed official of the School District and/or their staff, except as provided for in the RFP. Any violation of this provision by any prospective firm and/or its agent shall be grounds for immediate disqualification.

All proposals shall be submitted to the School District as follows:

Mark Jordan  
Purchasing Department  
Pittsburgh Public Schools  
1305 Mariel Street  
Pittsburgh, PA 15203  
412-529-5146  
[mjordan1@pghboe.net](mailto:mjordan1@pghboe.net)

One (1) original and four (4) copies of the proposal shall be prepared and submitted to the School District in such form as is set forth in this RFP by 12:00 p.m. on August 30, 2017.

Proposals, including any/all attachments, cover letter and tabs should not exceed twenty-five (25) pages in length on 8-1/2" x 11" paper, single-spaced using a minimum font size of 10 pt. Proposals should be submitted in accordance with the instructions detailed below. The School District reserves the right to select a proposal in its entirety or some portion(s) thereof. Furthermore, the School District reserves the right to reject any and all proposals and to waive irregularities. The District's Purchasing Agent reserves the right to negotiate any and all terms and conditions proposed.

Proposals which are submitted in electronic format or faxed will not be accepted.

Any questions regarding this RFP should be addressed to Michael A. Gavlik, Director of Athletics (412-529-2222).

### **Specific Response Requirements**

Responses should address the following questions or requests for information and be organized so that the specific questions or requests for information each begin on a new page with the question repeated at the top of the page.

#### **I. Letter of Transmittal**

Responses should be accompanied by a letter of transmittal which summarizes key points of the proposal and which is signed by an authorized officer.

#### **II. Firm Experience and Qualifications**

- A. Please provide an overview of the firm and its qualifications. Please include the location of the firm's office(s) in the Commonwealth of Pennsylvania.
- B. Describe the firm's relevant experience in this area for the past 2 years for the following categories:
  1. All Pennsylvania school districts,
  2. All Pennsylvania local government units,
  3. Any other relevant organizations.
- C. Provide a sample of an Athletic uniform.

#### **III. Service Team**

Provide brief resumes for the following individuals who will be assigned to the School District's engagement, including any relevant experience for each individual. Please include only those individuals who will work on the School District's account.

- A. The senior person who will assume the day-to-day and on-site responsibility for managing and supporting the School District's engagement.

- B. Other members of your team assigned to the project and the specific role that each can be expected to play.

#### IV. Plan of Work

Please provide a detailed plan of work for the School District's engagement.

##### A. Scope of Work

The vendor should address their willingness to be flexible and to have a close working relationship with the District's Team to bring the project successfully forward to completion. **The firm must be able to meet in person with School District staff to resolve any issues within 24 hour response time to meet critical delivery dates.**

#### V. Firm Information/Equal Employment Opportunity

- A. Describe your firm's equal employment opportunity policies and programs. If you are a certified business, please include a copy of your current certification in the proposal.
- B. Has your firm or any of its employees, or anyone acting on its behalf, ever been convicted of any crime or offense arising directly or indirectly from the conduct of your firm's business or have any of your firm's officers, directors or persons exercising substantial policy discretion ever been convicted of any crime or offense involving financial misconduct or fraud? If so, please describe any such convictions and surrounding circumstances in detail.
- C. Has your firm, or any of its employees, or anyone acting on its behalf, been indicted or otherwise charged in connection with any criminal matter arising directly or indirectly from the conduct of your firm's business which is still pending or have any of your firm's officers, directors or persons exercising substantial policy discretion been indicted or otherwise charged in connection with any criminal matter involving financial misconduct or fraud which is still pending? If so, please describe any such indictments and surrounding circumstances in detail.
- D. Please describe (1) any material financial relationships that your firm or any firm employee has with any financial advisory firms, insurance companies, investment banks or law firms or other persons or entities that may create a conflict of interest; (ii) any family relationship that any employee of your firm has with any public servant that may create a conflict of interest, or the appearance of a conflict of interest and (iii) any other matter that your firm believes may create a conflict of interest or the appearance of a conflict of interest in acting as an independent consultant to the School District. Please describe any procedures your firm either has adopted, or would adopt, to assure the School District that a conflict of interest would not exist for your firm in the future.

## **Evaluation Criteria and Selection Process**

The contract will be awarded to the qualified proposer whose proposal is most advantageous to the School District. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of award. Rather, the total scores will guide the School District in making an intelligent award decision based upon the evaluation criteria.

The School District reserves the right to request oral presentations from those firms determined to be in a competitive range and shall use the information derived from these oral presentations, if any, in its evaluation.

The School District anticipates selecting one vendor for the project using the following criteria to determine which firm meets the needs of the School District best.

Uniform Services	Points
Ability to Meet the Specific Needs of the School District of Pittsburgh	15
Experience and Qualifications	20
Plan of Work	15
Fee	50

Exhibit 1:

Athletic Uniforms for Consideration:

Basketball – Home – Shirt and Shorts	\$ _____
Basketball – Away – Shirt and Shorts	\$ _____
Baseball – Shirt and Pants	\$ _____
Cross Country – Shirt and Shorts	\$ _____
Football – Home – Shirt and Pants	\$ _____
Football – Away – Shirt and Pants	\$ _____
Golf – Shirt	\$ _____
Soccer – Home – Shirt and Shorts	\$ _____
Soccer – Away – Shirt and Shorts	\$ _____
Softball – Shirt and Pants	\$ _____
Swimming - Suit – one (1) piece	\$ _____
Tennis – Shirt and Shorts	\$ _____
Track & Field – Shirt and Shorts	\$ _____
Volleyball – Shirt and Shorts	\$ _____
Wrestling – Shirt and Shorts	\$ _____

Exhibit 2:  
Athletic Uniforms  
Additional Terms and Conditions

1. All proposals shall be returned in sealed envelopes and addressed to the School District of Pittsburgh.
2. Proposals shall be signed by a duly authorized agent or officer of the Company making the bid. Exhibit 1 with said pricing should be returned with the proposal. Absence of original signature of person duly authorized to sign for the Company submitting this proposal document will automatically leave this proposal null and void.
3. Vendors will quote prices on the unit as specified unless the unit as used in the trade differs from that requested on the proposal. In such case, the unit being bid should be changed on the Exhibit 1 document to reflect the industry standard.
4. Prices quoted will be considered net unless otherwise noted on the proposal. No escalator clauses will be permitted unless provided for in the proposal format.
5. Prices quoted must include all costs.
6. In all cases where no sample is submitted by the vendor, it will be understood that the vendor agrees to furnish the exact article or articles as specified, or to exactly match the Board's sample. Where samples are requested on items, failure to provide such samples may result in the automatic disqualification of the RFP.
7. The proper officers of the School District of Pittsburgh shall have full power and authority to reject any and all materials furnished which in their opinion, are not in strict compliance and conformity with the requirements of the specifications or equal in every respect to the samples submitted. The decision of the School District shall be final, conclusive, and without exceptions or appeal. All articles so rejected shall promptly be removed from the premises of the District at the cost of the Vendor.
8. The board of Education reserves the right to reject any or all RFP's and to accept or reject any item or group of items for which proposal is submitted.
9. High quality uniforms are required. All uniforms must meet NFHS Standards.
10. All items on proposal to be awarded to a single vendor.
11. The District anticipates releasing a draft contract on or about October 31, 2017.
12. All transportation costs to be provided by the vendor. No additional costs for transportation will be approved.
13. Delivery due date: All materials must be received prior to start of sport season.
14. Vendor to provide a sample of a uniform with the bid.
15. The School District reserves the right to negotiate the payment schedule. Net 30 terms are the District's standard.