ARGYLE INDEPENDENT SCHOOL DISTRICT

FINANCE DEPARTMENT
6701 Canyon Falls Drive
Flower Mound, TX 76266
(940) 464-7241

PART 1 OF 2

REQUEST FOR PROPOSAL
FOR: RFP #24-06-001-1/SERIES C
CAMPUS AND DEPARTMENT APPAREL, PLAIN AND CUSTOMIZED

Date of Issue: November 15, 2025

You are invited to submit a Proposal for Campus and Department Apparel, Plain and Customized for Argyle ISD.

The District recommends you either hand-deliver the RFP response to the Purchasing Office at the following address:

Argyle ISD - Attn: Athena Nance-Young
Finance Department RFP# 24-06-001-1/Series C
6701 Canyon Falls Drive
Flower Mound, TX 76266

or have it delivered by a courier type service, such as FedEX or UPS, US Postal Service etc., with a recipient's signature and documented time of delivery.

NOTE: Delivery of Proposal envelope to other Departments within the Argyle Independent School District is not considered as delivery to the Finance Department. You may mail the response in time, but it may not be received in the Purchasing Office in a timely fashion, and therefore will be rejected.

Proposals received at the AISD Purchasing Department after the time and date specified above will not be considered and will be filed unopened. Argyle ISD shall not be held liable for late proposals.

Oral, e-mail, or telegraphic proposals transmitted via the District's facsimile machine are not acceptable. **DO NOT FAX YOUR SUBMISSION.**

SUMMER HOURS: Beginning Tuesday, May 27, the Purchasing Office will be open Monday through Thursday. Bid and Proposals will be accepted from 8:00 to 5:30 pm.

SUBMIT ONE ORIGINAL AND THREE (3) COPIES OF PROPOSAL unless otherwise indicated in the specifications.

PLEASE SUBMIT PROPOSAL NO LATER THAN 2:00 P.M. LOCAL TIME ON December 10, 2025. Mark your sealed envelope in the lower left hand corner with RFP #24-06-001-1/SERIES C, Company Name, time, and due date, as noted above. This proposal is for Campus and Department Apparel, Plain and Customized, for Argyle ISD.

The RFP response **MUST** be signed by an individual authorized to contractually bind the firm submitting the Response. A failure to sign the Response will cause it to be rejected as NON-RESPONSIVE. Responses must give the full firm name and address of Proposer. Person signing the Response should show title or authority to bind his/her firm in a contract.

Argyle Independent School District

By: _____

Athena Nance-Young, Purchasing and Risk Mgmt.

You are representing to Argyle ISD that you are authorized to submit this proposal by signing below.
Proposal submitted: (Circle One) YES NO BID

Company Name _____

Address _____City _____

State _____ Zip _____

Signature of Authorized Representative _____ Date _____

Printed Name _____

Email _____

Phone _____Fax _____

1.0 INSTRUCTIONS TO PROPOSERS

1.1 PROCESS OVERVIEW: This section outlines the steps in the procurement process.

Deadline for Questions	Dec. 2, 2025 by 4:00pm CST
Deadline for Response to Questions/Addendum(s)	Dec. 3, 2025
Proposal Due Dates	December 10, 2025 by 2:00pm CST
Anticipated Award Date	January, 2026

1.2 Argyle ISD's contact for questions or request for clarification relating to this RFP is Athena Nance-Young, Purchasing, athena.nance-young@argyleisd.com. Questions must be submitted in writing (preferably email) no later than December 2, 2025 by 4:00 pm CST.
Responses to questions, if required, will be posted on the district's website by December 3, 2025 at 4:00 PM. It is the proposer's responsibility to check this website for addenda postings prior to submitting responses.

1.3 All Proposers must execute the REQUIRED FORMS and PART B enclosed (or otherwise requested herein) for the

1.4 RFP to be considered responsive. The name of the representative on these forms should be the same. All supplemental information required by the RFP Form must be included with the RFP. Failure to provide complete and accurate information may disqualify the Proposer.

1.5 If any exceptions are taken to any portion of this RFP, the Proposer must clearly indicate the exception taken and include a full explanation on the Deviation/Compliance Form (**See Required Forms**), or as a separate attachment to the RFP. The failure to identify exceptions or proposed changes will constitute acceptance by the proposer of the RFP as proposed by the District. The District reserves the right to reject a RFP containing exceptions, additions, qualifications or conditions.

1.6 Argyle ISD is exempt from federal excise taxes, state and local sales taxes and use taxes. Do not include these taxes in your Proposal.

1.7 The District Purchasing Department and proposers may enter into discussions and revisions of proposal, as necessary. Discussions/negotiations may be conducted with proposers who are deemed to be within the final competitive range; however, AISD reserves the right to award a contract without discussions/ negotiations. If discussions/negotiations are conducted, proposers will be required to submit a best and final proposal. The best and final proposal may be required as early as 24 hours after completion of negotiations/discussions.

1.8 No Proposal may be withdrawn prior to opening of proposals without written request (addressed to the Argyle ISD Director of Purchasing) by an authorized agent of the proposing firm and upon written approval by the District. Proposals become the property of Argyle ISD upon receipt.

1.9 Argyle Independent School District is a public entity subject to the provisions of the Texas Public Information Act (Texas Government Code Chapter 552). Responses to this invitation may be subject to release as public information unless the response or specific parts of the response are accepted from public disclosure under such Act. Proposers should consult with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets or any other confidential or proprietary information before responding to this invitation. The District assumes no liability or responsibility for release of any information not properly identified and documented in accordance with the enclosed Confidential Information Declaration & Copyright Authorization Form – **(See Required Forms).** The District assumes no liability or responsibility for release of any information that the Texas Attorney General or a court of law determines to be subject to release.

1.10 Proposals asserted to be copyright protected in their entirety may, in the District's sole discretion, be rejected as non-conforming. Proposers who submit copyrighted materials

as part of their bid must review and complete the Confidential Information Declaration & Copyright Authorization Form – **(See Required Forms).**

1.11 Award/Evaluation of Proposals

a. The Argyle Independent School District reserves the right to accept or reject all or any part of any proposal, waive minor proposal formalities/technicalities and award the proposal deemed to be most advantageous to the District.

b. The District reserves the right to award to a single proposer, multiple proposers, each line item separately or in any combination it determines to be in its best interest.

c. Responses and offers must remain open for acceptance for a period of thirty (30) days subsequent to the opening of RFPs, unless otherwise indicated, to allow time for the offer(s) to be evaluated and Board of Trustees action, if required.

1.12 The successful proposer(s) will be notified in writing (manifested by an award letter or properly executed purchase order) after review and acceptance by the District.

1.13 The District reserves the right to request descriptive and illustrative literature covering the items you propose to furnish when bidding "or equal" items. Literature provided must contain adequate information for district personnel to evaluate the quotation product as "or equal". Failure to do so will result in the rejection of your quotation.

1.14 If the bidder professes to be the exclusive source of the item(s) or service(s) requested herein, the proposer must provide with its Bid a written statement to the fact that the sole source is due to one or more of the following (as applicable): a patent, copyright, secret process, or monopoly; a film, manuscript, or book; a utility service (electricity, gas, or water); or a captive replacement part or component for equipment. Such statements must be signed by the owner or corporate official of the firm submitting this Bid and must be notarized. This declaration shall not exempt the vendor from signing and submitting a signed Bid.

1.15 By signing this Request For Proposal, the undersigned proposer affirms that its company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other bidder and that the contents of this proposal as to prices, terms, or conditions have not been communicated by the undersigned or by any employee or agent to any other person or firm engaged in this type of business prior to the official opening of this proposal.

1.16 The person whose signature appears on the cover page of this Request For Proposal hereby certifies (by signing this document) that the individual and/or firm on whose behalf this proposal is submitted is not listed on the Federal Government's "List of Parties Excluded from Federal Procurement and Non-procurement Programs" published by the U. S. General Services Administration (GSA) effective as of the date of opening of this proposal.

1.17 By signing this Request For Proposal, the proposer hereby certifies that it (or its firm hereby represented) is legally authorized to conduct business in Texas and has complied with any and all federal, state, or other laws or regulations applicable to any purchase resulting from this Request For Proposal, including, but not limited to, copyright and/or patent laws and anti-collusion law. Failure of the proposer to sign their Proposal will render it null and void.

Tie proposals, which are equal in all respects, shall be resolved and awarded in accordance with Local Government Code (Texas) Para. 271.901. Otherwise proposals, which reflect a tie in price only, may be awarded pursuant to the permissible factors listed in Texas Education Code, Subchapter B, Sec. 44.031(b) and set forth in the factors and points below.

Form HB 1295 may be required; to be determined after award of vendors. Vendor will be notified if necessary. If required, upon Notification of intent to award, the person or entity submitting this proposal must comply with House Bill 1295 which is codified on the Texas Government Code 2252.908 effective January 1, 2016, by submitting a completed and signed Form 1295, Certificate of Interested Parties, within 10 days after notification of intent to award. The appropriate form and additional information is available from the Texas Ethics Commissions website at:
https://www.ethics.state.tx.us/filinginfo/1295/

EVALUATION

Proposals will be evaluated using the following criteria Mandated by the Texas Education Code Sec. 44.031(b) to determine the contractor that provides best value to Argyle ISD.

	EVALUATION CRITERIA	**POINTS**
1	The purchase price	**25 pts.**
2	The reputation of the vendor and of the vendor's goods or services: Vendor must provide 3 references with email and phone number of contact person in which they performed similar projects, preferably school districts.	**15 pts.**
3	The quality of the vendor's goods or services (Samples will be evaluated)	**15 pts.**
4	The extent to which the goods or services meet the district's needs	**5 pts.**
5	The vendor's past relationship with the district	**10 pts.**
6	The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses	**4 pts.**
7	The total long-term cost to the district to acquire the vendor's goods or services	**1 pts.**
8	For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner:	
	A. has its principal place of business in this state	**10 pts.**
	B. employs at least 500 persons in this state	**0 pts.**
9	SAMPLES AND ARTWORK APPROVAL: Successful vendors shall have the ability to deliver a sample of the shirt or artwork for approval by the ordering campus within the same day the sample is available to the vendor. This capability speeds the production time line and provides superior service to our District by also allowing face-to-face discussion about the artwork or sample for the order. This level of service is not always required but must be available at no extra cost when required to meet a deadline. (Important because timeliness of viewing art work submission and changes, color verification, quality of apparel, etc.)	**15 pts**
	Any other relevant factor specifically listed in the Request for Proposal or Proposals. In evaluating Proposals submitted, the following considerations will be taken into account (but not limited to): price, quality, suitability for intended use, and probability of continuous availability, time of service, delivery and vendor reputation. It is not the policy of Argyle ISD to purchase on the basis of price alone. The District reserves the right to conduct any tests, evaluations or comparisons it deems necessary to complete the evaluation process.	**0 pts.**

Per Texas Education Code, Subchapter B, Sec. 44.031(b) *ALL CONTENTS PROVIDED IN THIS SOLICITATION, WILL BE CONSIDERED AS AN EVALUATION FACTOR.

2.0 Argyle ISD TERMS AND CONDITIONS

2.1 TERMS AND CONDITIONS

The specifications included herein upon award shall become the legal and binding contract. In submitting a RFP, Proposer understands and agrees to be bound by the following terms and conditions which shall be incorporated into any future contracts, agreements, or purchase orders relating to this RFP between the firm and the District.

2.2 ASSIGNMENT

The successful Proposer may not assign its rights and duties under an award without the written consent of the District. Such consent shall not relieve the assignor of liability in the event of default by its assignee.

2.3 TERMINATION

Argyle ISD shall have the right to terminate for default all or part of a resulting contract if the firm breaches any of the terms hereof or if the firm becomes insolvent or files any petition in bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which Argyle ISD may have in law or equity, specifically including, but not limited to, the right to collect for damages or demand specific performance.

Argyle ISD has the right to terminate a resulting contract for convenience, without penalty, for non-appropriation or non-availability of funds by delivery to the proposer of a "Notice of Termination" specifying the extent to which performance hereunder is terminated and the date upon which such termination becomes effective.

Argyle ISD may terminate a resulting contract and debar the firm from future "bidding" for violations of the federal requirements including, but not limited to, "Contract Work Hours and Safety Standards Act", "Equal Employment Opportunity Act", and "Energy Policy and Conservation Act".

2.4 INDEMNIFICATION

The Argyle ISD is a Texas Political Subdivision and a local governmental entity; therefore, is prohibited from indemnifying third parties pursuant to the Texas Constitution (Article 3, Section 52) except as specifically provided by law or as ordered by a court of competent jurisdiction.

2.5 REMEDIES

The parties shall be entitled to exercise any right or remedy available to it either at law or in equity, subject to the choice of law, venue and service of process clauses limitations agreed herein. Nothing in this agreement shall commit the Argyle ISD to an arbitration resolution of any disagreement under any circumstances. Any Claim arising out of or related to the Contract, except for those specifically waived under the terms of the Contract, may, after denial

of the Board of Trustees, be subject to mediation at the request of either party. Any issues not resolved hereunder must be referred to non-binding mediation to be conducted by a mutually agreed upon mediator as a prerequisite to the filing of any lawsuit over such issue(s). The parties shall share the mediator's fee and any associated filing fee equally. Mediation shall be held in Dallas County, Texas. Agreements reached in mediation shall be reduced to writing, and will be subject to the approval by the District's Board of Trustees, signed by the Parties if approved by the Board of Trustees, and, if signed, shall thereafter be enforceable as provided by the laws of the State of Texas.

2.6 **CHOICE OF LAW**

This agreement and any addenda or other additions and all contracts or awards resulting from this procurement process, however described, shall be governed by, construed and enforced in accordance with the laws of the State of Texas, regardless of any conflict of laws principles. Any Proceeding arising out of or relating to this procurement process or any contract resulting from or any contemplated transaction shall be brought in a court of competent jurisdiction in Dallas County, Texas.

2.7 **JURISDICTION AND SERVICE OF PROCESS**

Any Proceeding arising out of or relating to this procurement process or any contract resulting from or any contemplated transaction shall be brought in a court of competent jurisdiction in Dallas County, Texas and each of the parties irrevocably submits to the exclusive jurisdiction of said court in any such proceeding, waives any objection it may now or hereafter have to venue or to convenience of forum, agrees that all claims in respect of the Proceeding shall be heard and determined only in any such court, and agrees not to bring any proceeding arising out of or relating to this procurement process or any contract resulting from or any contemplated transaction in any other court.

2.8 **ALTERNATIVE DISPUTE RESOLUTION**

Prior to filing of litigation, the parties may select non-binding mediation as a method of conflict resolution for issues arising out of or relating to this procurement process or any contract resulting from or any contemplated transaction. The parties agree that if non-binding mediation is chosen as a resolution process, the parties must agree to the chosen mediator(s) and that all mediation venue shall be at a location in Dallas County, Texas agreed by the parties. The parties agree to share equally the cost of the mediation process and venue cost.

2.9 **ACTS OR OMISSIONS**

The successful vendor will be expected to indemnify and hold harmless the Argyle ISD, its officers, employees, agents, representatives, contractors, assignees and designees from and against any and all liability, actions, claims, demands or suits, and all related costs, attorney's fees and expenses arising out of, or resulting from any acts or omissions of the vendor or its agents, employees, subcontractors, or contractors in the execution or

performance of any agreements ultimately made by Argyle ISD and the vendor.

2.10 CONTRACT GOVERNANCE

Any contract made or entered into by the Argyle ISD is subject to and is to be governed by Section 271.151 et seq, Tex Loc Gov't Code. Otherwise, Argyle ISD does not waive its governmental immunities from suit or liability except to the extent expressly waived by other applicable laws in clear and unambiguous language.

2.11 PAYMENT TERMS

Argyle ISD pays net 30 or at point of sale and complies with the State of Texas payment law, Texas Government Code, Chapter 2251. See statute for specifics or consult your legal counsel.

a. Payment will be made within 30 days after the later of, receipt of goods/services and a properly submitted invoice. The district considers an invoice properly submitted when the following conditions are met:
b. Invoice is received at the address indicated on the purchase order
c. Pricing on the invoice matches the price on the purchase order
d. Include a description of the goods or services provided, the purchase order number, invoice number and any applicable cash discount.
e. Quantities on the invoice do not exceed those specified on the Purchase Order
f. Unique invoice number used for each billing
g. Merchandise has been shipped or service performed.
h. Description of goods and services on the invoice shall match the description on the Purchase Order.

Cash/prompt payment discounts offered will not be considered in determining the award but will be taken if earned.

Purchase Orders will serve as the award instrument(s) against this Request for Proposal. Orders will be placed as items are approved for purchase and funds become available.

2.12 LOSS OF FUNDING AND COMMITMENT OF CURRENT REVENUE

Termination of the Agreement under this paragraph is to be considered Termination for Non-Appropriation of Funds. District shall have the continuing right to terminate this Agreement at the end of each fiscal year or end of the special revenue fund or grant during the term of the Agreement with regard to any services to be performed after the end of such fiscal year or end of the special revenue fund or grant, without District incurring any liability to Vendor as result of such termination, including early termination charges. If District terminates

this Agreement pursuant to this paragraph, Vendor will have the right to collect and retain payment for services rendered to District through termination date but shall not be entitled to any early termination charges..

2.13 **CRIMINAL HISTORY CHECKS**

Texas Education Code Chapter 22 requires entities that contract with school districts to provide services to obtain criminal history record information regarding covered employees. Contractors must certify to the district that they have complied. Covered employees with disqualifying criminal histories are prohibited from serving at a school district.

2.14 **EXCLUSIVITY OF AWARD**

Any awards or contracts resulting from this document and the process described herein are not an exclusive award or a guaranteed quantity or volume and the Argyle ISD reserves the right to purchase goods or services described herein from other sources, **unless** the specifications herein and resulting contract documents expressly provide to the contrary in which case the contract provision will control for this provision.

2.15 **RECORDS**

Upon request by Argyle ISD, any duly authorized representative of Argyle ISD shall, until three (3) years after final payment under this Agreement, have access to and right to examine directly pertinent books, papers, documents, accounts, and records of Seller involving transactions related to this Agreement and to examine Seller's place of business as necessary to determine whether the terms of this Agreement are being carried out. This audit will be conducted at a location where those business documents are being held at the time of the audit request. Seller shall be required to maintain such records for three years after final payment.

2.16 **THE UNIFORM COMMERCIAL CODE** shall govern the agreement between the seller and The District created by this Proposal. Wherever the term "Uniform Commercial Code" is used, it shall be construed as meaning the Uniform Commercial Code as adopted in the State of Texas as effective and in force on the date of this agreement. Proposers are advised that all District contracts are subject to all legal requirements provided for in the Local, State, and Federal statutes.

2.17 **FORCE MAJEURE CLAUSE**

Proposer shall not be liable for delay in delivery or performance or for failure to give notice of delay when such delay is due to factors beyond its control, including, but not limited to, fires, strikes, explosions, governmental regulations, court orders or decrees, or acts of nature such as flood, wind, earthquake, tornado or hurricane. If the Proposer is unable to perform any of its obligations as a result of force majeure, proposer shall immediately give

written notice to the District of the date of inception of the force majeure

condition and the extent to which it will affect performance.

2.18 **AISD COMMUNICATIONS**

Contact between vendors and AISD personnel or officials during the proposal process or evaluation process is prohibited. Any attempt by vendors during the proposal process to contact AISD personnel or officials may result in disqualification. All communications shall go through the AISD Purchasing Department during this competitive process. Questions received and the corresponding answers will be distributed to all bidders. No verbal responses will be provided. The deadline for questions about this proposal is stated in the timetable above and AISD will not respond to questions after said time and date. Responses to questions will be posted in the form of an addendum to this CSP on the AISD Purchasing website as stated in the timetable. The vendors will be responsible for checking the AISD Purchasing website for any posted addenda**.**

3.0 SCOPE OF SERVICE AND SPECIFICATIONS

The Argyle Independent School District (AISD) is soliciting proposals for **RFP #24-06-001/SERIES C Campus & Department Apparel, Plain and Customized**. This will be a multiple award RFP as one vendor likely will not be able to provide best value in all necessary circumstances for the District. Multiple vendors will be awarded based on the needs of the district over the life of the award and the criteria listed in the RFP. During the term of the contract period, the awarded vendors will be required to provide competing quotes for various apparel included on this bid. This is a method by which we take quotes from vendors for line items and as a discount off regular, list, shelf or catalog price. You do not have to offer a discount, just mark zero discounts, but you must complete the paperwork and return it to the District as per the instructions to qualify your business for possible award as a vendor for the District during the coming year(s). The awards will be judged on the mandatory evaluation criteria in Texas Education Code Section 44. This is an as-needed type contract for all AISD campuses and departments. The contract period is effective from the date of award. The award is for one year and is subject to renewal for four (4) additional one year periods. The district reserves the right to cancel the award at any time for cause or no cause.

IMPORTANT NOTICE REGARDING REQUIRED FORMS

Failure to complete and sign all of the forms attached hereto may disqualify you from becoming an authorized vendor for Argyle Independent School District (AISD) during the term of this proposal for the purpose of this proposal.

Submission of Proposals

This form is required because it denotes pricing, discounts, and special terms as proposed for the advertised goods or services required by the District. Proposals must be submitted in sufficient time to be received before the published due date and time shown on the RFP. Proposals received after the published time and date cannot be considered.

All questions regarding this proposal must be submitted in writing no later than November 19, 2025 to Athena Nance-Young via email at: athena.nance-young@argyleisd.com. Please reference RFP #24-06-001-01/SERIES C on the subject line of email.

Custom Apparel includes, printed, and/or embroidered, or otherwise customized or plain, but is not limited to:

(1) T-shirts
(2) "Polo" style shirts
(3) Jackets
(4) Caps & Hats
(5) Pants of any type
(6) Shirts of any type
(7) Socks
(8) Athletic and Physical Education apparel
(9) Other apparel not listed

Argyle Independent School District (AISD) is seeking both a line item and a percentage discount off posted prices for Campus & Department Apparel, Plain and Customized. The percent of discount can have a range, FOR EXAMPLE, such as 0% to 50% based on a certain type of apparel or a straight percentage such as 20% for all types. Discounts must be firm for one (1) year from date of award for proposal to be considered. The vendor may always, at any time, provide a better discount but never a lesser discount than the awarded proposal stipulates. If the vendor wishes to cancel participation, they must notify AISD in writing at the following address: AISD, Purchasing, 6701 Canyon Falls Drive, Flower Mound, TX 76226. Argyle ISD does not make guarantees as to volume purchased annually. The amount purchased is strictly at the discretion of AISD. This is not an exclusive award and the District reserves the right to purchase the same goods and services from any vendor. When renewing, the district may consider a price increase before the renewal, but the vendor will be required to provide documentation on the line items basis for increase.

Selected vendor(s) will be expected to show posted price, discount amount and net price on quotes, invoices and sales tickets.

The district is not required to purchase from all awarded vendors.

An awarded vendor(s) under the terms and conditions of this contract will accept and fulfill any purchase order issued during the effective period of this contract.

All artwork, negatives, or any other custom created art component related to the fulfillment of an order by the District becomes property of the District. Originals or exact copies of artwork, negatives, electronic files related to the production of apparel orders shall be returned to the District upon request at no charge to the District.

Argyle ISD expressly reserves the right to:
(a) Reject or cancel any or all proposals or awards without cause;
(b) Waive any defect, irregularity or informality in any proposal of RFP procedure;
(c) Waive as an informality, minor deviations from specifications at a lower price than other proposals meeting all aspects of the specification if it is determined that the total cost is lower and the overall function is not impaired;
(d) Reissue a RFP;
(e) Consider and accept an alternate proposal as provided herein when most advantageous to AISD;
(f) AISD has the right to cancel the award at will;
(g) District will pay for any work performed due to properly presented purchase order and vendor will deliver any product for which payment is demanded. All orders shall be placed by an authorized purchase order of the district before order is effective.
(h) Procure any item or services by other means.

PRICES: All discounts quoted must be firm for one year and are subject to renewal for four (4) additional one (1) year periods.

PROPOSAL MUST:
(a) Note any minimum order quantity requirements (e.g. $100 minimum or 10 item minimum)
(b) Note any limitations or exceptions

SHIPPING-DELIVERY:
Shipping and delivery shall be to the district location/s that orders the goods and shall be included in the pricing of every product. No additional charges will be allowed. Only if the district requests non- standard, short turnaround delivery of an item that is on the line item pricing sheet, will extra shipping charges be allowed.

EVALUATION CRITERIA:
Bids and proposals are evaluated on a scale of 0 to 10, using the criteria specified in Subchapter B, Section 44.031 (b), Texas Education Code specifically:

1. The purchase price; 25%
2. The reputation of the vendor and of the vendor's goods or services. 15%
3. The quality of the vendor's goods or services; 15% Samples will be evaluated.
4. The extent to which the goods or services meet the district's needs; 5%
5. The vendor's past relationship with the district; 10%
6. The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses; (complete the attached paperwork and plan)4%
7. The total long-term cost to the district to acquire the vendor's goods or services 1%
8. Texas Residency of company; 10% (see form)
9. Samples and Artwork Approval: Physical proximity to Argyle ISD geographical boundaries.(important because timeliness of viewing art work submission and changes, color verification, quality of apparel, etc.) 15%

Have you been a vendor for the district? YES or NO
If so, what is your vendor number?_____

EPCNT INTERLOCAL AGREEMENT CLAUSE:
Several governmental entities (a membership list is available at the EPCNT web site, listed below) have indicated an interest in being included in this contract. Should these governmental entities decide to participate in this contract, would you (the proposer) agree that all terms, conditions, specification, and pricing would apply?

Yes _____ No _____

If you (the Proposer) checked yes, the following will apply. Governmental entities utilizing Internal Governmental contracts with the Argyle Independent School District will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded as a result of this solicitation. All purchases by governmental entity other than Argyle Independent School District will be billed directly to that governmental entity and paid by that governmental entity. Argyle Independent School District will not be responsible for another governmental entity's debts. Each governmental entity will order their own material/service as needed. For information regarding the Educational Purchasing Cooperative of North Texas, please visit their website at the following address https://epcnt.esc11.net/

REFERENCES:

Even if your company currently performs work for the district, we require references from outside sources to judge reputation. Please provide at least three references that are large volume, many orders per year type of customer, such as Dallas Fort Worth area School Districts. You must provide all contact information including name of business/school, name of contact, phone, address and email, if available. Please notify the reference and ensure that they will respond to our inquiry because if we cannot reach the reference, you will receive no credit for them in the scoring.

Does vendor agree to this criterion?: YES or NO

Outside Argyle ISD References

Reference #1

_____

_____

_____

_____

Reference #2

_____

_____

_____

_____

Reference #3

_____

_____

_____

_____

Have you notified your outside AISD references and have they agreed to respond?
YES or NO

INSIDE Argyle ISD References – list campus or dept. and district contact person for each

1. _____
2. _____
3. _____
4. _____

PERFORMANCE AFTER AWARD:

At the district's discretion, if a vendor is called for a price quote for less than 100 items and we do not receive a quote response within the next business day by 3:30 PM Central Time, the vendor will be subject to removal from the award list. The time allowed is two business days for larger orders. If more time is required due to special circumstances, additional time may be granted in writing by email to the person requesting the quote. Not more than 5 business days may be granted. Delivery time must be confirmed by email to the ordering party at the District at the time of the quote. If a vendor does not deliver the goods by the agreed time, the vendor will be subject to removal from the award list. Delivery time does not depend on the shipping company. Delivery time is inside our location doors during our regular business hours of 8:00 AM to 3:30PM on school days. Our school calendar is available on our website at argyleisd.com. If you can deliver rather than ship with a 3rd party carrier, it will provide more production time to you. Unacceptable delivery times may determine which company gets an order for the vendors quoted based on the District's needs.

Does vendor agree to this criterion?: YES or NO

QUALITY:

If printing a light color ink on a dark color shirt, an underbase ink shall be used to ensure a quality print job and minimize ink fade after a few washes.

Does vendor agree to this criterion?: YES or NO

QUOTES:

All quotes and pricing shall include all shipping and delivery charges to our Argyle, Texas locations. Any shipping charges that are not included in the quoted prices for apparel must be agreed in writing or email, prior to delivery of purchase order, but this should happen very infrequently.

Does vendor agree to this criterion?: YES or NO

PURCHASE ORDERS REQUIRED:

You must request and receive a purchase order prior to beginning or fulfilling any order(s).

Does vendor agree to this criterion?: YES or NO

SUBMISSION OF PROPOSALS

Vendors must submit one original and three copies of their proposal. Label as: RFP #24-06-001-1/SERIES C Campus & Department Custom Apparel.

This is a two-part response price sheet. Part 1 is a catalog discount section and Part 2 is a line item section.

SAMPLES REQUIRED

Part 2 states the **vendor must supply a sample shirt** that reflects the screen print and embroidery criteria. Screenprint shirts are listed as Items # 1 through Item # 5. Embroidery shirts are listed as Items #6 through Item # 8. Please label the shirts accordingly with the Item # and vendor name to enable the shirts to be returned to the appropriate vendor. If you would like the items mailed back, please include a shipping label.

Please specify the types of Custom Apparel Materials and Services you propose to supply to the District. Attach a separate sheet or catalog or online address if necessary. A general description is all that necessary.

EXAMPLE: T-shirts, Polo shirts, Jackets, Caps, Hats, Pants, Socks, Shorts, Athletic Apparel, Coaching Apparel, etc. You are free to propose to supply any relevant product or service.

PRICING SHEETS

Part 1 of Proposal Response – DISCOUNT(S) OFFERED

Please specify what price discount from your regular List/Store Shelf/Catalog/Walk-in pricing you propose to offer the District on the aforementioned Materials or Services.

ALL PRICING SHOULD BE ASSUMED AS CAMERA READY ART.

I. Discount from List, Store Shelf, Catalog or Walk-in pricing _____% and/or

2. Varies/Depending on item (circle one) yes no

Range of discount _____ If specific discount for specific types of apparel, please list on a separate sheet and attach to this sheet. Example: 20% for T-shirts, 30% for dry fit polo style shirts, 50% for caps, etc.

3. Quantity Discount (circle one) yes no
4. Minimum order amount $_____ and/or # of Pieces _____

5. Shipping or Delivery method of delivery (Company truck, UPS, FEDEX, USPS, etc.) Most common standard method?_____

6. Store Location(s) closest to 6701 Canyon Falls Drive, Flower Mound, TX 76226
Address_____

7. Manufacturing/printing location(s) closest to 6701 Canyon Falls Drive, Flower Mound, TX 76226
Address_____

8. Sales Contact Person_____Phone _____
E-Mail Address_____

9. Do you have any exceptions to our specifications you wish to note? (attach additional sheets if necessary) If none, leave blank.

_____

10. Is an online catalog available? (circle) yes no

11. Online catalog URL address _____

12. Do you print the apparel or do you subcontract or resell another printer's apparel?

Explain_____

_____

_____

PRICING SHEETS

Part 2 of Proposal Response - Line item proposal section

*Vendor **shall** provide one sample shirt requested below in line item with their proposal to compare quality. Shirts may be returned if vendor picks up the sample or provides a prepaid call tag for a shipping company. If shirts are not returned within 1 month after award, the shirts will become property of Argyle ISD and disposed of as desired. District is the sole arbiter of "equal" as it pertains to apparel.*

All pricing shall include all shipping and delivery charges to Argyle, Texas. How long are line item prices firm _____ months?

SCREEN PRINTING

Prices for two printed Pantone Matching System matching colors, close register. Image not to exceed 100 sq inches total area.

Item # 1
Gilden 5000 (lightweight) 100% preshrunk cotton tee shirt or equal
Prices for two printed PMS matching colors. Image not to exceed 100 sq inches total area.

Price each shirt -Qty 25- $_____
Price each shirt -Qty 75- $_____
Price each shirt -Qty 250- $_____
Price each shirt -Qty 500- $_____

Item # 2
Gilden 8000 50/50 blend tee shirt or equal
Prices for two printed PMS matching colors, Image not to exceed 100 sq inches total area.

Price each shirt -Qty 25- $_____
Price each shirt -Qty 75- $_____
Price each shirt -Qty 250- $_____
Price each shirt -Qty 500- $_____

Item # 3
Sport-Tek® - Side Blocked Micropique Sport-Wick® Polo. ST655 or equal
Prices for two printed PMS matching colors. Image not to exceed 50 sq inches total area.
Price each shirt -Qty 25- $_____
Price each shirt -Qty 75- $_____
Price each shirt -Qty 150- $_____
Item # 4

Gildan - Ultra Cotton® 6.5-Ounce Pique Knit Sport Shirt. 3800 or equal

Prices for two printed PMS matching colors. Image not to exceed 50 sq inches total area.

Price each shirt -Qty 25- $_____
Price each shirt -Qty 75- $_____
Price each shirt -Qty 150- $_____

Item # 5

Gildan - DryBlend™ 5.6-Ounce Jersey Knit Sport Shirt. 8800 or equal

Prices for two printed PMS matching colors. Image not to exceed 50 sq inches total area.

Price each shirt -Qty 25- $_____
Price each shirt -Qty 75- $_____
Price each shirt -Qty 150- $_____

EMBROIDERY

Item # 6

Sport-Tek® - Side Blocked Micropique Sport-Wick® Polo. ST655 or equal

Prices for one color embroidery. Pricing for up to 10,000 stitch count

Price each shirt -Qty 25- $_____
Price each shirt -Qty 75- $_____
Price each shirt -Qty 150- $_____

Prices for one color embroidery. Pricing for 10,0001 to 20,000 stitch count

Price each shirt -Qty 25- $_____
Price each shirt -Qty 75- $_____
Price each shirt -Qty 150- $_____

Prices for two colors embroidery. Pricing for up to 10,000 stitch count

Price each shirt -Qty 25- $_____
Price each shirt -Qty 75- $_____
Price each shirt -Qty 150- $_____

Prices for two colors embroidery. Pricing for 10,0001 to 20,000 stitch count

Price each shirt -Qty 25- $_____
Price each shirt -Qty 75- $_____
Price each shirt -Qty 150- $_____

Item # 7

Gildan - Ultra Cotton® 6.5-Ounce Pique Knit Sport Shirt. 3800 or equal

Prices for one color embroidery. Pricing for up to 10,000 stitch count

Price each shirt -Qty 25- $_____

Price each shirt -Qty 75- $_____
Price each shirt -Qty 150- $_____

Prices for one color embroidery. Pricing for 10,0001 to 20,000 stitch count
Price each shirt -Qty 25- $_____
Price each shirt -Qty 75- $_____
Price each shirt -Qty 150- $_____

Prices for two colors embroidery. Pricing for up to 10,000 stitch count
Price each shirt -Qty 25- $_____
Price each shirt -Qty 75- $_____
Price each shirt -Qty 150- $_____

Prices for two colors embroidery. Pricing for 10,0001 to 20,000 stitch count
Price each shirt -Qty 25- $_____
Price each shirt -Qty 75- $_____
Price each shirt -Qty 150- $_____

Item # 8
Gildan - DryBlend™ 5.6-Ounce Jersey Knit Sport Shirt. 8800 or equal

Prices for one color embroidery. Pricing for up to 10,000 stitch count.
Price each shirt -Qty 25- $_____
Price each shirt -Qty 75- $_____
Price each shirt -Qty 150- $_____

Prices for two colors embroidery. Pricing for 10,0001 to 20,000 stitch count
Price each shirt -Qty 25- $_____
Price each shirt -Qty 75- $_____
Price each shirt -Qty 150- $_____

Prices for two colors embroidery. Pricing for up to 10,000 stitch count
Price each shirt -Qty 25- $_____
Price each shirt -Qty 75- $_____
Price each shirt -Qty 150- $_____

Prices for two colors embroidery. Pricing for 10,0001 to 20,000 stitch count
Price each shirt -Qty 25- $_____
Price each shirt -Qty 75- $_____
Price each shirt -Qty 150- $_____

SAMPLES AND ARTWORK APPROVAL:
During the term of the contract, the successful vendors shall have the ability to deliver a sample of the shirt or artwork for approval by the ordering campus within the same day the sample is available to the vendor. This capability speeds the production timeline and provides superior service to our District by also allowing face-to-face discussion about the artwork or sample for the order. This level of service is not always required but must be available at no extra cost when required to meet a deadline.

DOES THE PROPOSING VENDOR AGREE TO THIS CRITERION? YES OR NO

How do you intend to meet this requirement?

Explain_____

_____

May the District E-Mail Purchase orders? (circle) yes no

If yes, Email address for orders? _____

I affirm that I am authorized to bind this company to the proposal submitted in response to Argyle ISD RFP #24-06-001/SERIES C

Company name:_____

Signature of authorized person:_____ Date:_____

Printed Name of authorized person:_____

Email _____