



REQUEST FOR PROPOSALS

School Uniforms for Lotus School for Excellence

The Lotus School for Excellence (LSE) is seeking proposals from contractors who can provide school uniforms for LSE's staff and students. The scope of work includes:

- 1) youth size polo shirts with the LSE logo;
- 2) adult size polo shirts with the LSE logo;
- 3) adult size crew shirts with the LSE logo;
- 4) adult size gym shorts with the LSE logo;
- 5) youth size sweatshirts with the LSE logo;
- 6) adult size sweatshirts with the LSE logo;
- 7) youth size varsity jackets with the LSE logo;
- 8) adult size varsity jackets with the LSE logo;
- 9) online ordering via a link on the LSE website with delivery to the LSE or individual staff/student residences; and
- 10) uniform sales week (July 17-28, 2017) at school site.

The Bid Period opens May 16th, 2017 at 8:00 a.m. MDT. Proposals will be accepted until May 26th, 2017 at 5:00 p.m. MDT. Extensions of time to submit proposals will not be granted.

Proposals must be delivered to Business office via either hand delivery to 11001 E. Alameda Ave. Aurora, CO 80012; fax to 303-360-0071; or e-mail to business@lotusschool.org.

A contract will be awarded by June 9, 2017, upon consideration of all submitted bids.

1. PROJECT INFORMATION

The Lotus School for Excellence is in need of school uniforms for the 2017-2018 school year and intends to enter into an agreement with a contractor that can provide school uniform services. The services will include providing polo shirts, sweatshirts, crew t-shirts, gym shorts, and varsity jackets with the LSE logo. The contractor will provide the LSE students, parents, and staff a link on the LSE website to order the uniforms. The link on the website must be made available on or before July 1, 2017. Further, the contractor will organize a uniform sales event during the week of July 17-28, 2017. The school year begins August 7, 2017. The contractor shall guarantee to keep an inventory for 10 pieces for each item and maximum 3-5 business days delivery from the date of each order.

LSE has students in grades ranging from K-12. Estimated enrollment for the 2017-2018 school year is:

- 400 elementary school students;
- 275 middle school students; and
- 250 high school students.

LSE employees 90 staff members. It is anticipated that at least 50 of these staff members will order items offered on its website via the school uniform link. The school uniforms consists of polo t-shirts, long sleeves and sweatshirts, available in youth and adult sizes. LSE would also like the bid to include gym uniform consisting of a crew t-shirt, gym shorts and varsity jackets available in adult sizes.

The polo t-shirts, sweatshirts, and varsity jackets will have LSE logo that is embroidery. The crew neck t-shirts and gym shorts will have the LSE logo, which will be screened (and not embroidered) onto the apparel. LSE logo is included below:



The Varsity Jackets will have the LSE logo, which will be stitched onto the apparel. LSE logo is included below:



LSE had a uniform policy in place for the 2017-2018 school year, meaning not all students will require a complete uniform set for the upcoming school year. It is anticipated that the quantities for the polo t-shirts, crew t-shirts, gym shorts will be as follows:

	Youth XS	Youth S	Youth M	Youth L	Youth XL	Adult S	Adult M	Adult L	Adult XL	Adult XXL
Burgundy Polo	500	500	500	500	100	100	100			
Gray Polo						400	400	400	100	10
Black Polo						400	400	400	100	20
Burgundy Jacket	20	20	50	50	50	50				
Gray Jacket						50	50	50	30	10
Black Jacket						50	50	50	30	10
Burgundy Sweatshirt	30	50	50	50	50	50				
Gray Sweatshirt						50	50	50	30	10
Black Sweatshirt						50	50	50	30	10
Crewneck T-Shirt (Light Gray)						200	200	200	50	10
Gym Shorts (Navy Blue)						200	200	200	50	10
Total	550	570	600	600	200	1600	1500	1400	420	90

The contractor must have the capacity to provide the quantities of clothing identified above by August 2017. The bid should also include the option for students, parents, and staff to order youth and adult sweatshirts and varsity jackets. LSE does not have an estimate for the anticipated number of sweatshirts and varsity jackets that students and/or staff will order, because the sweatshirt and varsity jackets are optional attire.

The contractor awarded the bid will have to be able to provide uniforms for all students and staff. The bid should breakdown the anticipated per unit price of each item of clothing:

- Youth polo shirts
- Youth sweatshirts
- Youth varsity jackets
- Adult polo shirts
- Adult sweatshirts
- Adult crew neck t-shirts
- Adult gym shorts
- Adult varsity jackets

While the largest order of uniforms will be before the start of the school year, especially during the week of July 17-28, 2017 the contractor must keep an inventory of a minimum of 10 items and be able to provide uniforms throughout the school year at the same cost.

2. PROPOSAL FORMAT AND CONTENT

Contractors shall submit their bids in hard copy or .pdf format. If hard copies are submitted, contractors shall provide five (3) copies. Contractors shall include the following information in their proposal:

A. Introduction

- a. A statement indicating intent to enter into a contract for the scope of services provided in this Request for Proposals.

B. References

- a. Provide up to three references the contractor deems beneficial to assist LSE in evaluating the contractor.

C. Schedule

- a. Provide a schedule detailing the launch of the link to the website, which includes the date when the uniforms will be available for online order.
- b. Estimated time for shipping uniforms.

D. Quality

- a. Identify the quality of the clothing items. Thread count, type of material, etc.

E. Cost

- a. Breakdown of estimated cost by clothing item, which should include screening the logo on each piece of clothing. Please fill out the table below with individual prices for each item.

3. OBLIGATION TO CONTRACT & REQUEST FOR PROPOSAL RESPONSE SUBJECT TO NEGOTIATION

The submission of a Bid Proposal by a Contractor shall be deemed to be an offer that will be held open for a period of forty-five (45) days. However, the submission of a Bid Proposal does not commit LSE to contract with the contractor. All Bid Proposals received by LSE shall be subject to negotiation.

4. EVALUATION OF BID PROPOSALS

Bid Proposals submitted by all Contractors shall be evaluated based upon the following priority:

- Quality
- Cost
- Website access
- Delivery time
- Order turnaround

5. CLARIFICATION REQUESTS

All inquiries regarding the information included in this Request for Proposals or additional information necessary to complete a Bid Proposal shall be directed to:

Business Office
Lotus School for Excellence
11001 E. Alameda Ave.
Aurora, CO 80012
Phone: (303) 360-0052
Fax: (303) 360-0071
business@lotusschool.org

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Gray Sweatshirt										
Black Sweatshirt										
Crewneck T-Shirt (Light Gray)										
Gym Shorts (Navy Blue)										

***Please fill out the table above (white boxes only) with proposed prices for each item.