

Legal Notice
Request for Proposal
The City of Meriden is Accepting Proposals For RFP017-19
Band Uniforms for Orville H. Platt High School Marching Band
For Board of Education

Request for Proposals shall be submitted in the manner specified to the Purchasing Department, Room 210, City Hall, 142 East Main Street, Meriden, CT 06450-8022, until **4:00 P.M. on October 26, 2016.**

The City will be accepting sealed Request for Proposals, which are to be submitted in five (5) complete sets, together with general information on the firms, the firm's brochure, along with a resume of key personnel who will be responsible for the daily activities in the various fields of expertise required to accomplish the project.

The City of Meriden is accepting proposals for the design and production of band uniforms for the Orville H. Platt High School Marching Band. The 50 member band performs in uniform 15-25 times each year, mostly in New England, including the USBands marching circuit, parades and performances. Currently the band has 80 uniforms which were designed in 1996 and are still in use. They include pants, top and shakos with plumes.

Project description and specifications can be found on the City of Meriden website www.meridenct.gov, Quick Links to Bids, RFPs and Legal Notices.

The vendor must meet all municipal, state and federal affirmative action and equal employment opportunity practices.

Minority owned firms are invited to submit their qualifications independently or as a joint venture with other consultants for the entire assignment.

Additionally, all interested firms shall submit a detailed statement indicating the organizational structure under which the firm proposes to conduct business. Proposed subconsultants, subcontractors, joint ventures, etc. should be clearly identified. The relationship to any "parent" firm or subsidiary firm of the parties concerned must be clearly defined.

The City of Meriden reserves the right to reject any or all Proposals and to accept any or all Proposals, if it is deemed to be in the best interest of the City of Meriden.

Wilma C. Petro, CPPB, C.P.M.
Purchasing Officer
City of Meriden
Dated: October 6, 2016

RFP017-19
BAND UNIFORMS FOR ORVILLE H. PLATT
HIGH SCHOOL MARCHING BAND

INTRODUCTION

The Meriden Public Schools is seeking proposals for the design and production of band uniforms for the Orville H. Platt High School Marching Band. The 50 member band performs in uniform 15-25 times each year, mostly in New England, including the USBands marching circuit, parades and performances. Currently the band has 80 uniforms which were designed in 1996 and are still in use. They include pants, top and shakos with plumes.

SCOPE OF SERVICE

New uniforms, in navy blue and gold must provide modern styling that will meet our needs for years to come. The pants will need to be navy blue. Custom embroidery of a Panther logo (attached) should be included on the jacket. Shako hats with a plume should also be included.

Interested vendors should submit proposals with a price based on a quantity of 80 uniforms, shakos and plumes. The price should include garment bags, hat boxes and plume storage. Optional prices for rain overcoats should also be included. Selection criteria includes but is not limited to style, durability, use of appropriate material and price.

The successful vendor will be required to provide detailed drawings as well as a complete sample uniform including a shako with plume within thirty days of selection.

PROPOSAL SUBMISSION INSTRUCTIONS

Proposals should be submitted in a sealed envelope marked “**RFP017-19 Band Uniforms for Platt High School**” to the Purchasing Office at the Meriden City Hall, 142 East Main Street, Meriden, CT 06450, no later than **4:00 P.M., October 26, 2016**.

One (1) original and four (4) copies of sealed proposals must be received in the Purchasing Office by the date and time noted above. The City will reject proposals received after the date and time noted above. The City will not accept submissions by e-mail or fax. Proposers are solely responsible for ensuring timely delivery.

Proposals are considered valid, and may not be withdrawn, cancelled or modified, for sixty (60) days after the opening date, to give the City sufficient time to review the proposals, investigate the proposers’ qualifications, secure any required municipal approvals, and execute a binding contract with the successful proposer.

Proposal Requirements

Proposer Information:

- a. Firm Name
- b. Permanent main office address
- c. Date firm organized
- d. Background information
- e. Current and/or prior clients
- f. Names, titles, reporting relationships, background and experience of the principal members of your organization, including officers.

Information on the uniforms

Fee Schedule

Outline your standard fee schedule. i.e. per uniform or per item

QUALIFICATIONS

Experience, Expertise and Capabilities

Statement of Qualifications and Work Plan

Describe your firm's qualifications, experience and capabilities as they pertain to this project.

EVALUATION AND SELECTION

Evaluation and selection will be based on the following:

- a. Quality of uniforms
- b. Appearance of uniforms
- c. Performance history
- d. Cost

The Meriden Public Schools reserves the right to interview one or more firms submitting proposals prior to making a final decision to award a contract. The Meriden Public Schools will award the contract to the responsible proposer whose proposal the City determines to be the most advantageous to the City based upon the evaluation process and the evaluation factors and the outcome of negotiations, as described above.

QUESTIONS AND AMENDMENTS

No interpretation of the meaning of the Request for Proposal will be made to any proposer orally. Every request for such interpretation should be in writing, e-mailed to purchasing@meridenct.gov or faxed to 203-630-3852, and to be given consideration must be received at least seven (7) days prior to the date fixed for the opening of proposals. Any and all such interpretations and any supplementary instructions will be in the form of written addenda to the specifications which, if issued, will be posted on the City of Meriden website under Bids, RFPs and Legal Notices, not later than three (3) days prior to the date fixed for the opening of proposals, failure of any proposer to receive such addenda or interpretation shall not relieve any proposer from any obligations under their proposals as submitted.

Each proposer is responsible for checking the website to determine if the City has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.

Proposers are prohibited from contacting any other City employee, officer or official concerning this RFP. A proposer's failure to comply with this requirement may result in disqualification.

INSURANCE REQUIREMENTS

Insurance requirements are attached. Please read carefully as these requirements are strictly adhered to.

ADDITIONAL INFORMATION

The City/MPS reserves the right, either before or after the opening of proposals, to ask any proposer to clarify its proposal or to submit additional information that the City in its sole discretion deems desirable.

COSTS FOR PREPARING PROPOSAL

Each proposer's costs incurred in developing its proposal are its sole responsibility, and the City shall have no liability for such costs.

OWNERSHIP OF PROPOSALS

All proposals submitted become the City's property and will not be returned to proposers.

FREEDOM OF INFORMATION ACT

All information submitted in a proposal or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information. Proposers are encouraged **not** to include in their proposals any information which is proprietary a trade secret or otherwise confidential. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy, and all rules, regulations and interpretations resulting from those laws.

PRESUMPTION OF PROPOSER'S FULL KNOWLEDGE

Each proposer is responsible for having read and understood each document in this RFP and any addenda issued by the City. A proposer's failure to have reviewed all information that is part of or applicable to this RFP, including but not only any addenda posted on the City's website, shall in no way relieve it from any aspect of its proposal or the obligations related thereto.

Each proposer is deemed to be familiar with and is required to comply with all federal, state and local laws, regulations, ordinances, codes and orders that in any manner relate to this RFP or the performance of the work described herein.

By submitting a proposal, each proposer represents that it has thoroughly examined and become familiar with the scope of work outlined in this RFP, and it is capable of performing the work to achieve the City's objectives. If applicable, each proposer shall visit the site, examine the areas and thoroughly familiarize itself with all conditions of the property before preparing its proposal.

TAX EXEMPTIONS

The City and Meriden Public Schools is exempt from the payment of federal excise taxes and Connecticut sales tax and use taxes. Such taxes must not be included in prices.

AWARD CRITERIA & SELECTION

The City reserves the right to correct, after proposer verification, any mistake in a proposal that is a clerical error, such as a price extension, decimal point error, etc. If any error exists in an extension of prices, the unit price shall prevail.

The City reserves the right to accept all or any part of a proposal, reject all proposals, and waive any informalities or non-material deficiencies in a proposal. The City also reserves the right, if applicable, to award the purchase of individual items under this RFP to any combination of separate proposals or proposers. The City will accept the proposal that, all things considered, the City determines is in the best interests. Although price will be an important factor, it will not be the only basis for award. Due consideration may also be given to a proposer's experience, references, service, ability to respond promptly to requests, past performance, and other criteria relevant to the City's interests, including compliance with the procedural requirements stated in this RFP.

The City will not award the proposal to any business that or person who is in arrears or in default to the City with regard to any tax, debt, contract, security or any other obligation.

Insurance Requirements

Contractor shall agree to maintain in force at all times during the contract the following minimum coverages and shall name the City Meriden as an Additional Insured on a primary and non-contributory basis and should also include a Waiver of Subrogation. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's Rating of "A-" VIII. In addition, all Carriers are subject to approval by the City of Meriden.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000

Original, completed Certificates of Insurance must be presented to the City of Meriden prior to contract issuance. Contractor agrees to provide replacement/renewal certificates at least 60 days prior to the expiration date of the policies.

