

ADMINISTRATIVE REQUIREMENTS Class C Uniforms

1. BID SAMPLES

By bid due date and time, interested bidders must submit a sample of the item(s) offered for inspection and evaluation. Bid samples must represent the material and workmanship quality being offered. Class C samples must meet all the technical requirements in its entirety, except that the color (Coyote Brown) and design can/may be finalized during pre-production sample approval.

The samples MUST be tagged with the name and address of the bidder, bid number and due date clearly marked on the exterior of the shipping container and be clearly labeled as SAMPLES. Samples shall not be enclosed with the bid, nor the bid with the sample.

Samples shall be sent directly to:

DGS – Procurement Division
707 Third Street, 2nd Floor North
West Sacramento, CA 95605
Attn: Traci Fortier
BU# 8940, IFB# 0000031824

Samples delivered by the vendor or authorized representative must be received at the location specified above prior to 2:00 p.m. on the bid due date.

FAILURE TO SUBMIT SAMPLE IN COMPLETE ACCORDANCE WITH THE ABOVE REQUIREMENTS MAY RESULT IN THE BID BEING CLASSIFIED AS NON-RESPONSIVE AND NOT ACCEPTED.

SAMPLES SUBMITTED FOR THIS EVENT BECOME THE PROPERTY OF THE STATE AND WILL NOT BE RETURNED TO BIDDER.

2. PRE-PRODUCTION CONFERENCE

A pre-production conference, within 14 calendar days after purchase order award, shall be held between the awarded bidder and at least one (1) Military Department personnel. Within seven (7) calendar days, the Military Department shall contact the awarded bidder to schedule the pre-production conference, at a specified location or via teleconference.

This conference shall be held prior to the start of any production. The purpose of this meeting is to review the specifications, clarify questions, pre-production samples overview, and share contract information.

3. PRE-PRODUCTION SAMPLES

The awarded bidder shall provide two (2) pre-production samples of each item (blouse and trousers) to the Military Department for inspection and approval prior to full production of the items.

The awarded bidder must not commence with production of the items until the awarded bidder has received notification from the Military Department that the samples are acceptable. Any production of items before sample acceptance will be at the sole risk of the awarded bidder.

Military Department Personnel Contact:

SFC Sarahy Barrera
Office: (805)782-6764
Sarahy.barrera@cacadets.org

4. WORKMANSHIP

Delivered uniforms shall be free from defects that will affect their appearance or serviceability. Examples of some of these defects are holes, cuts, tears, spots, stains, objectionable odor, twisting/puckering, thread ends not removed, or any other defects. Any changes and variations in materials or fabric during the contract period would need prior approval from the Military Department.

As required in the bid, pre-production sample(s) will be submitted to the CA Cadet Corps for review and approval prior to commencing full production. These approved pre-production sample(s) will then serve as the standard(s) and will be used as reference(s) to compare material and workmanship quality of delivered products.

5. INSPECTION AND ACCEPTANCE

Inspection shall be completed by State Inspector(s) at the time of delivery and at the final destination. Completion of inspection or acceptance by the State Inspector(s) shall in no way release the Contractor from satisfying the requirements of the contract, specifications, and warranty. The Contractor shall correct deviations from the specified requirements that are detected by the owning agency in an expeditious manner at no expense to the owning agency.

6. BIDDERS EXPERIENCE INFORMATION

The bidder shall be able to demonstrate a history and expertise in the sale/manufacturing of products similar to the requested items and have been in business continuously for a minimum of five (5) years prior to bid.

Bidder's number of years in business: _____

7. MANUFACTURER EXPERIENCE INFORMATION

The manufacturer(s) shall be able to demonstrate a history and expertise in the manufacturing of products similar to the requested items and have been in business continuously for a minimum of five (5) years prior to bid.

Manufacturer Name: _____ # of years in business: _____
Manufacturer Name: _____ # of years in business: _____
Manufacturer Name: _____ # of years in business: _____
Manufacturer Name: _____ # of years in business: _____

The manufacturer(s) must follow a Quality Assurance / Quality Control Program in their manufacturing process. The bidder shall provide a copy of the documentation of such programs for each manufacturer used with the bid response.

8. CUSTOMER REFERENCES

Bidders shall provide a minimum of three (3) references from (3) different contracts.

Customer reference shall be provided on, Bidder Reference Form, Attachment 7. Each customer reference shall:

- Be for work performed within the last five (5) years
- Have similar scope of work (must be for sale and manufacturing of custom printing clothing items)

Each Customer Reference Form has nine (9) questions that address key areas needed to meet the State’s needs and each question will be rated by the customer by providing a rating of 1 to 5.

Customers must fully complete the Customer Reference Form, and return the form directly to the Bidder. The Bidder must then submit the completed Customer Reference Form with the bid. Only the Customer Reference Form from this procurement will be accepted.

The State reserves the right to verify any and all references. If the reference cannot be contacted, your bid may be deemed non-responsive.

9. DISTRIBUTION PLAN

Bidders are requested to submit a Distribution Plan with their bid response. The Distribution Plan should be the bidder's written plan for distribution of the products. The plan must clearly show distribution from the manufacturer(s) to the end user(s), including all points in between specific to this resulting contract only, and the role that you as the contractor of record will play in the distribution. This plan should clearly identify all parties, including any subcontractor, Disabled Veteran Business Enterprises (DVBE) and/or Small Business (SB) participants, involved in the execution of this contract and their responsibilities.

At the State's option prior to award, bidders may be required to submit additional written clarifying information. Failure to submit the requested documentation may result in your bid being considered non-responsive.

10. DELIVERY INSTRUCTIONS

Delivery is to be completed in full on or before 150 days following the issuance of the purchase order, provided that the purchase order is issued by August 14, 2024. In the event that the purchase order is issued after August 15, 2024, or any time thereafter, the delivery must be completed within 240 days from the receipt of the purchase order to accommodate holiday periods.

Contractor shall coordinate and provide 72 hours notification of delivery to the Military Department contact person specified on the purchase order.

Deliveries may be made to locations inside secure institutional grounds that require prior clearances to be made for delivery drivers. Security clearance procedures may vary from facility to facility. The Contractor will be responsible for contacting the Military Department contact person specified on the Purchase Order for security clearance procedures, hours of operation for deliveries and service, dress code, and other rules of delivery.

Deliveries are to be made to the destinations specified on the distribution list (Attachment 5)

Acceptance of delivery of any material shall not release the contractor/manufacturer from liability for faulty design, workmanship, or materials appearing even after final payment has been made.

Note: In accordance with General Provisions 15, entitled "Delivery," the Contractor shall strictly adhere to the delivery terms and completion schedule as specified in this solicitation. Failure to comply with the delivery requirements, as stated, may be considered a breach of contract and subject the Contractor to General Provisions 26, entitled "Rights and Remedies of the State for Default."

11. BILLING INFORMATION

Invoices shall include the Agreement Number and be submitted to:

Military Department
ATTN: Box 43, Accounts Payable
10601 Bear Hollow Drive
Rancho Cordova, CA 95670

12. CHANGES IN QUANTITY PER SIZE

The State reserves the right to increase or decrease the quantities of each size pants and/or shirts as reflected on the cost worksheet up to 30 percent of each line item

quantity. The total quantity ordered by the state for this purchase order will remain 9,000 for trousers and 9,000 for blouses.