WORKSHEET # 1

Shipping and Delivery: Bid prices and orders shall be F.O.B. DESTINATION, PREPAID AND ALLOWED (included in the price of bid), which means delivered to a State agency’s receiving dock or other designated point as specified in this request without additional charge (including all samples). All orders shall ship complete; No partial deliveries should be accepted.

Shipments shall be made in order to arrive at the destination at a satisfactory time for unloading during receiving hours. All cartons shall be clearly marked with the vendor name, description, purchase order number and sizes included. If delays in delivery are anticipated, the Vendor shall immediately notify the ordering agency of the revised delivery date. The order may be canceled if delivery time is unsatisfactory. The contractor shall inform both agencies designees (Department of Administration AND ordering Agency Purchasing agent contact) of any supply or delivery problems. Continued delivery problems may result in termination of the contract. If the Vendor fails to deliver the product within the required delivery time indicated on the Purchase order, the State reserves the right to cancel the order, purchase the product (with associated applications) from the open market and charge back to the Vendor the difference between the contract price and the open market price.

Emergency individual orders for personnel and recruit orders will be placed on an as-needed basis and shall be delivered no later than 30 calendar days after receipt of order (ARO).

Delivery of items Calendar days

 ARO

|  |  |
| --- | --- |
| Items not requiring applications (embroidery, patches, namestrips etc.) |  |
| Completed items requiring embroidery |  |
| Completed items requiring hemming |  |
| Completed items requiring patches |  |
| Completed items requiring silk screening  |  |
| Completed items requiring namestrips |  |
| Completed items requiring (other) |  |
| (other continued) |  |
|  |  |
|  |  |

NOTE: Be aware that there are garments that will require combinations of applications instead of just one (1). Therefore:

Items that need more than one (1) application, allow \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Calendar days for delivery ARO.