

3280 Redstone Park Circle

Highlands Ranch, CO 80129

Phone: 303-791-2710

[www.highlandsranch.org](http://www.highlandsranch.org)

November 19, 2024

To Whom It May Concern:

The Highlands Ranch Metro District is currently accepting written quotations for an assortment of staff uniform items for calendar year 2025. The spring order will be placed in early February, our fall order in early September, an order for seasonal worker uniforms at some point in the year, and occasional small orders for new employees. The bid deadline dates are as follows:

* All written quotations must be received no later than 3:00 pm Friday, December 13, 2024
* The company awarded the 2025 Uniform order bid will be notified by Friday, December 27, 2024
* Quotations must be submitted via <https://www.bidnetdirect.com/>

**The written quotation must include the following:**

* The 2025 Uniform Bid Form must be used to quote prices for each uniform item
* Include the logo fee built into the total price for each item. Next to each item, you will see the requirement for logo lettering via screen print or embroidery. Please note if there is an additional fee for women’s “plus” sizes, men’s “tall” sizes, and “big” sizes - 2XL, 3XL and larger.
* Available colors for the item listed. White, Black, Grey, Silver, Green, and Tan are the only allowed colors for HRMD uniforms.
* If you cannot get the requested item, please check the box on that item line with “X”
* Include with your bid any pertinent digital catalogs/links
* Please include any additional charges including:
	+ Any artwork or set up fees
	+ Embroidery and screen print cost per item purchased separately at retail
	+ Shipping/freight, or delivery costs, or if we can pick up the items, please make note on the bid

Thank you for your time and consideration.

Amanda Hall

Office Manager

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