



**RFQ26005946 – AGENCY SOLICITATION SPECIFICATIONS**  
**TITLE: DEM PARKS AND RECREATION UNIFORMS, CLOTHING, AND**  
**EMBROIDERY**

**SECTION A. BACKGROUND**

RIDEM, Division of Parks and Recreation (RIDEM) is soliciting a vendor for full-time and seasonal staff uniform orders, including, but not limited to, shirts, sweatshirts, vests, and coats.

Selected vendor must be able to provide embroidery, screen printing, and patch making and affixing with the RIDEM logo as well as other logos as necessary. Vendor may subcontract the above services but will still be held to all deadlines and specifications as outlined in the RFQ contract.

Order quantities and items vary drastically year to year as orders are based on department and staffing needs. The Division currently has sixty-eight (68) full time employees and hire approximately three hundred (300) seasonal employees each year. Seasonal employees are limited to receive up to three shirts and one windbreaker. Seasonal employees may choose to order more uniform items at their own expense. Items are generally ordered in bulk twice per year, with several small supplemental orders as needed throughout the year.

**SECTION B: SCOPE OF WORK AND REQUIREMENTS**

**INVENTORY ITEMS**

RIDEM will be ordering a wide variety of clothing items, including, but not limited to the below. See Exhibits B and C for Inventory Sample List and Prior Order Quantities.

- SHIRTS: long and short sleeve polos, long and short sleeve t-shirts, long sleeve and short sleeve dress shirts, UV protective shirts, both long and short sleeve
- COATS/VEST- fleeces, softshell, windbreakers, water resistant, insulated work coats and vests
- COVERALLS- both insulated and uninsulated
- SWEATSHIRTS- hooded
- PATCHES- (minimum of three colors required)
- Other items as needed

The majority of clothing items may require embroidery, patch work, and/or screen printing. VENDOR will be required to follow RIDEM'S branding guide. The current guide has been attached as Exhibit D. RIDEM's current Rhode Island State Parks Logo patch is 3 ½ inches in height. RIDEM's current DEM Logo Patch which is 2 ½ inches wide and 4 ¼ inches high. Images of each patch are also included in Exhibit D. DEM reserves the right to add additional patches which may require the use additional colors. DEM will provide the vendor with a revised branding guide in this instance.

The VENDOR must provide the brands indicated in Exhibit B for each clothing item. If the VENDOR is unable to provide the specific brand, it will need to be of a similar material, weight, color and cut, and this information should be submitted with their bid. DEM is in the process of testing additional items which include quarter zip fleece, rain jackets, and packable puffy jackets that may be added after this bid has been awarded.

If the VENDOR is unable to provide a bid item in future, any substitution must be approved by RIDEM, and any increase in the cost of the substituted item may not exceed more than 10% of the original bid pricing.

## **GENERAL**

In addition to the orders placed by RIDEM staff, direct orders may be placed by individual staff members, for additional personal items. VENDOR must have online ordering capabilities for these direct orders from individual RIDEM staff which can be shipped to the employee's preferred address. For online direct orders, VENDOR must adhere to a maximum of 5-10 business days for processing and delivery.

VENDOR must be able to accept all major credit cards for any direct orders.

RIDEM will work with VENDOR on a couple additional items to be offered online for the individual direct orders only; such items will include, but may not be limited to, lifeguard sweatshirts.

For bulk orders, the VENDOR must be able to deliver uniform items for Spring/Summer no later than April 1<sup>st</sup> annually, and for Fall/Winter, no later than October 1<sup>st</sup> annually. Any smaller orders placed outside of these bulk orders must be delivered within an appropriate timeframe not to exceed more than one (1) month, unless approved by RIDEM.

Prices will be set to the rates outlined in the cost proposal (Exhibit A) for the first fiscal year of the contract, but, if applicable, can be negotiated for increases at any point after 07/01/2026. Any price adjustments shall be mutually agreed upon by RIDEM and the VENDOR. Price increases will not exceed a reasonable amount, supported by written documentation as indicated in the paragraph below and as determined by the RIDEM for any price adjustment. Price reductions may be issued at any time.

RIDEM reserves the right to terminate the contract without further obligation in the event that requested increases are deemed unacceptable or excessive. Escalating factors will not be automatically granted. Requests for price increases shall be in writing and accompanied by each

manufacturer(s) price list(s) with appropriate supporting documents acceptable to the contract. The request shall state the percentage increase and revised price for each affected contract item.

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SEE ATTACHED EXHIBITS FOR PRICING AND INVENTORY ITEM DETAILS:

- **Exhibit A:** Cost Proposal Bid Sheet - *Attached*
- **Exhibit B:** Uniform Items Sample List - *Attached*
- **Exhibit C:** Estimated Prior Order Quantities - *Attached*
- **Exhibit D:** Branding Guide & Current Embroidered Patch Images - *Attached*