



## RFQ26006645 – AGENCY SOLICITATION SPECIFICATIONS

### **TITLE: THREADING AND EMBROIDERY MATERIAL FOR THE EMBROIDERY SHOP**

#### **SECTION A. BACKGROUND**

The mission of the Rhode Island Department of Correction (RIDOC) is to enhance public safety by operating a balanced correctional system that provide a continuum of custodial options, supervision, and rehabilitative services designed to support successful offender reentry into the community upon release.

Rhode Island is one of only six states with a unified corrections system combining jail and prison operations within a single department. This centralized system serves both men and women and is located at the Pastore Complex in Cranston Rhode Island. The one-square-mile complex houses approximately 2,300 sentenced and pretrial individuals across six facilities including the state 's only jail for pretrial detainees, four facilities for sentenced male, and one facility for incarcerated women.

RIDOC is committed to offering, to the greatest extent possible a broad range of programs and services that enable individuals to improve their education, health, interpersonal abilities, and vocational skills while fostering accountability for past behavior. A key component of this rehabilitative mission is Correctional Industries.

Rhode Island Correctional Industries (RICI), established in 1934, is a rehabilitative program within RIDOC that provides meaningful vocational training and employment opportunities for incarcerated individuals. Approximately 130 inmates are currently employed through RICI across a variety of operation including furniture manufacturing and upholstery, commercial printing license plate production service crew, cleaning product assembly, and apparel decoration.

Through hands-on participation in activities such as hooping, threading machines, running stitch outs, organizing orders and managing embroidered product (including the use of specialty materials) inmates gain practical, industry-relevant experience. These programs create a seamless production workflow while developing essential skills such as machine operation, design placement, material handling, inventory tracking and quality control.

RICI programs promote strong work ethics, responsibility, and personal growth while equipping patricians with transferable, marketable skills that support successful reintegration into the workforce. In addition to advancing rehabilitative goals, RICI contributes to the local economy by producing high-quality goods and services for state agencies and other public institutions.

## SECTION B: SCOPE OF WORK AND REQUIREMENTS

### PURPOSE AND SCOPE:

The purpose and intent of this Request for Quote is to establish multi-source, fixed-term, contracts for the supply and delivery of embroidery materials, equipment, specialty items, and related services required to support and sustain a full-service embroidery shop operated exclusively by RIC1. RIC1 maintains a professional embroidery and apparel-decoration program, producing customized items such as embroidered uniforms, apparel, patches accessories and other stitched products for its customers, including state colleges, universities, and state agencies.

As part of ongoing efforts to enhance production capacity and operational efficiency, RIC1 has recently acquired two Barudan CB3 single-head embroidery machine and one Barudan BEKY-S1506CII six-head servo embroidery machine. This Request for Quote encompasses the procurement of essential inventory including embroidery thread, stabilizers, needle, bobbins, backing materials, garment blanks, machine maintenance supplies, special-order components, and all other specialty items necessary to support current and future embroidery operations.

### PRODUCT REQUIREMENTS:

The initial product lines covered by this RFQ may include, but are not limited to, the following categories of threading, materials, tools, accessories, and any and all specialty items commonly used in or reasonably associated with embroidery production:

1. Embroidery Threading Materials *(including any and all specialty variants between 40-80 thread weight)*
  - Standard polyester embroidery thread
  - Rayon embroidery thread
  - Polyneon embroidery thread
  - Cotton embroidery thread
  - Metallic and specialty-effect threads
  - Any and all specialty items such as limited-run thread colors, experimental thread types, or custom-manufactured thread formulations
2. Specialty & Decorative Threads *(including any and all specialty variants between 40-80 thread weight)*
  - Variegated / multicolor thread
  - Glow-in-the-dark thread
  - UV-reactive thread
  - Fire-resistant / industrial-strength thread
  - Any and all specialty-effect threads developed or released during the contract term
3. Thread Support Materials *(including any and all specialty variants between 40-80 thread weight)*
  - Pre-wound bobbins
  - Bulk bobbin thread spools
  - Thread cones and mini spools
  - Thread nets and tension sleeves
  - Any and all specialty items related to bobbin performance, thread control, or thread storage
4. Thread Management Supplies *(including any and all specialty variants between 40-*

80 thread weight)

- Thread racks and organizers
  - Color charts and thread conversion guides
  - Thread lubricants / conditioners
  - Anti-static or dust-control thread covers
  - Any and all specialty management tools, accessories, or workflow-optimizing products
5. Embroidery Needles
- Standard embroidery needles (sizes 75/11, 80/12, 90/14)
  - Metallic needles for specialty threads
  - Topstitch needles for heavier threads
  - Ballpoint needles for knit fabrics
  - Titanium-coated needles for durability
  - Twin needles for decorative stitching
  - Any and all specialty needles, including experimental or limited-edition needle types
6. Backing & Cutting Tools
- Cutaway stabilizer/backing
  - Tear-away stabilizer/backing
  - Snips (metal for trimming thread and small cuts)
  - Specialty toppers (e.g. water-soluble topping for high -pile fabrics)
  - Any and all specialty backing materials cutting devices topper or finishing aids

These product categories and all associated specialty items are intended to support the diverse embroidery finishing, and production needs of RIC I embroidery shop operation.

#### **GENERAL REQUIREMENTS AND TERMS:**

##### Packing & Shipping

All embroidery threads, needles, stabilizers, bobbins, tools, accessories, and any and all specialty items must be packed to provide adequate protection and ensure safe, damage-free shipment to the destination. Shipping cases must be clearly marked with the supplier's name, RIC I shipping address, RIC I shop order number, and the industries' purchase order number.

All shipping, handling packaging, and related delivery charges must be clearly itemized and included in the vendor's invoice and solicitation; no additional or separate shipping charges will be accepted.

Any goods, including specialty or custom-manufactured items, damaged in transit to RIC I or to any end user via drop-shipment will be returned to the shipper for credit at the shipper's expense.

##### Payments

Payment of invoices will occur only after goods have been received and proof of delivery is obtained- including any specialty or custom-order items, either directly from the RIC I Warehouse or from the vendor if a delivery slip was not provided to the Warehouse.

The State of Rhode Island operates on a net 30 payment schedule; all payment will follow that timeline.

#### Contract Award

The Division of Purchases may award one or multiple contracts, whichever is in the best interest of the State of Rhode Island and RICI contract will also cover any and all specialty items added or introduced by manufacturers during the contract term. The state intends to evaluate bids based upon the overall highest percentage discount offered in each category, however, the State reserves the right to consider unit prices in its evaluation and to award based on overall best value.

#### Discounts

A detailed discount structure must be provided. All bidders must specify in writing that the price quoted to RICI represent the absolute lowest pricing offered to comparable embroider or apparel -decorating customers for the same products.

If additional thread types, stabilizers, needles, tools, or any and all specialty items are introduced by the manufacturer during the term of the contract these new items must be made available to the State at the same discount rate established in the original bid proposal. Updated product lines must be submitted along with the corresponding catalog and price list.

Bidders must submit a completed Exhibit A.

#### Delivery

The bidder shall provide a delivery schedule for each type of embroidery thread, needle, stabilizer, bobbin, tool, accessory, or specialty item indicating the time required for delivery after receipt of order.

Delivery shall be made within 40 days of the order date or sooner.

RICI must be notified by phone at least forty-eight hours prior to delivery and must receive an email confirmation detailing delivery date and time. Only specific delivery hours are permitted for different cure correctional warehouses. Non-compliance with delivery hours may result in delays or refusal of delivery.