

MANDATORY SPECIFICATIONS AND REQUIREMENTS

005-RFB-2917-2027

SECTION 1 – BACKGROUND

1.1 Background:

This RFB is designed to provide Bidders with the information necessary for the preparation of competitive bids. The RFB process is for the Lead Agency's and Participating Agencies' benefit and is intended to provide the Lead Agency with competitive information to assist in the selection process. It is not intended to be comprehensive. Each Bidder is response for determining all factors necessary for submission of a comprehensive Bid. The Lead Agency may choose to award to multiple Bidders. Any contract(s) resulting from the RFB shall not be an exclusive contract.

The State of Iowa is seeking eligible bidders for Athletic Wear. Various State of Iowa Agencies and Political Subdivisions provide athletic wear to incarcerated individuals and residents in multiple facilities. The contract(s) will be available to all State Agencies and Political Subdivisions.

Usage for the past 12 months reflects a minimum of the following:

- Sweatpants – 9200 items
- Sweatshirts – 7500 items
- Other items – limited quantities

SECTION 2 – CONTRACT TERM

2.1 Contract Term:

The term of the contract will begin 10/1/2026 and end on 09/30/2027. The agency shall have the sole option to renew the contract upon the same or more favorable terms and conditions, for up to five (5) annual extensions.

SECTION 3 – SPECIFICATIONS

All items listed in this Section are Bid Specifications. A successful Bidder must be able to satisfy all these specifications to be deemed a Responsible Bidder.

Samples may be requested by the contracting official during the evaluation process. If requested, the Bidder shall provide two samples of the requested item(s) at no charge to the State for testing purposes and can be returned at the vendor's expense. The samples will be washed and evaluated by the State for design and durability.

3.1 General Requirements

- 3.1.1** Bidder shall require no minimum order quantities or total order amount from the Agencies.
- 3.1.2** All products delivered shall be fully guaranteed to be free of defect, first quality, and no seconds or irregulars shall be accepted.

- 3.1.3** Product shall have a maximum shrinkage factor of 2%-3% for the 50/50 blend. Product shall have a maximum shrinkage factor of 4%-6% for the 100% cotton.
- 3.1.4** All clothing items shall be machine washable and color fast. An assortment of colors shall be available for all items listed unless otherwise stated. Delivered items shall be colors stated on the purchase order, substitute colors will be returned at the contractor's expense.
- 3.1.5** All items shall have original and permanent labels stating the fabric contents, size, care instructions and brand name.
- 3.1.6** All sizes shall be industry standard and meet criteria according to the Federal Commercial Standard. Bidder shall not deviate from sizes ordered. All sizes shall be standard and run true-to-size.
- 3.1.7** The Bidder shall certify that the product offered shall be equal to or greater quality than specified in this bid.
- 3.1.8** Bidder shall have the necessary production facility or inventory to be able to provide below list of items to the Agency in a timely manner and in full accordance with the material specifications in Section 3.2 and 3.3.
- 3.1.9** In the event that the manufacturer makes noticeable changes to an item, or an item currently on Contract is discontinued by the manufacturer, the Bidder shall notify the issuing officers of this RFB or DAS Central Procurement immediately within fifteen (15) days. Failure to do so immediately may result in cancellation or termination of the Contract.
- 3.1.10** Approved Apparel brands allowed for this Bid are: Gildan, Jerzee, Tarheel, Fruit of the Loom, Hanes and Champion. Bidders can indicate Brand of Bid item in Response. Brands bid other than the approved will be considered not in compliance.

3.2 Pricing

Bidder shall enter a price for each commodity line per case. The State is accustomed to ordering these apparel items in case quantities of twelve (12). Bidder shall provide supporting documentation for each apparel item bid. Information to be included:

- Brand Name
- Weight of Fabric
- Style/SKU/Item Number
- Color(s) available
- Size(s) available
- Number of each/case
- Photo – link and/or product catalog of item Bid

3.3 Samples

Bidder shall provide Samples of the quoted items, at Agency request, for all commodity lines. Samples shall be provided at no charge to the State for testing

purposes and can be returned at the Bidder's expense. Samples submitted in response to this RFB shall meet or exceed all specifications listed for each commodity line. The items will be evaluated visually and laundered to verify specifications were met.

3.4 Order Processing

3.4.1 Orders shall be accepted via phone, email or online. Bidders may enter the link to an internet site for on-line ordering with the State Pcard. All Internet-based ordering mechanisms provided shall be free of charge and shall comply with the state's Pcard protocol.

3.4.2 Bidder shall provide requesting Agencies quotes for catalog products per discount percentage. Bidder quotes shall include the list price and the discounted price on the quote. Bidder shall provide quote to requesting Agencies within twenty-four (24) business hours of receipt.

3.4.3 The Bidder shall email an order confirmation to the Agency when an order has been placed within twenty-four (24) hours following receipt of the order. This email service shall be available from all Bidders who accept purchase orders via phone or email at no additional charge to the Agency. Internet-based orders will receive confirmation via email.

3.5 Acceptance and Returns

3.5.1 All items found to be defective or not in accordance with specifications related to this RFB, although accepted through oversight or otherwise, within thirty (30) days of receipt shall be returned and replaced free of charge at the Bidders expense including all transportation and restocking costs.

3.5.2 Bidder shall have the ability to resolve any questions or problems and correct all order errors within Thirty (30) days of receipt of order to Agency. The State of Iowa shall not be assessed restocking charges or any other form or return charges.

3.5.3 Bidder shall provide a detailed packing slip with all deliveries.

3.6 Customer Service Requirements

Bidder Customer Service shall respond to all inquiries from the Agency within twenty-four (24) hours of receipt of inquiry.

3.7 Backorders

Bidder shall notify the Agency within twenty-four (24) hours by email when an item or order is on backorder or out of stock once the Bidder is aware of the backorder. This email notification shall be available from all Bidders who accept orders.

3.8 Stock Buyout

The State of Iowa will not buyout any Bidder's stock or inventory at the end of the resulting contract.

3.9 Item-specific Requirements

Line-item specification requirements:

- **Unisex Sweatshirt with Crewneck**
 - Fabric: 50% Poly/50% Cotton.
 - Fabric: Preshrunk, Anti-Pill, Colorfast.
 - Fabric Weight: Minimum 7.5 oz, Maximum 10oz.
 - Color: Assorted.
 - Style:
 - Long Sleeve.
 - Cover-Seamed Throughout.
 - Lycra Reinforced Rib Knit on the Cuff-Color Waistband – Spandex is acceptable.
 - Size: Adult Small – 10X-large.
- **Unisex Sweatshirt Pullover with Hood**
 - Fabric: 50% Poly/50% Cotton.
 - Fabric: Preshrunk, Anti-Pill, Colorfast.
 - Fabric Weight: Minimum 7.5 oz, Maximum 10oz.
 - Color: Assorted.
 - Style:
 - Pullover, Hooded, Long Sleeve.
 - One Muff Pocket located on front/center of sweatshirt above waistband.
 - Double Ply Hood with matching tipped drawstring or without drawstring.
 - Cover-Seamed Throughout.
 - Lycra Reinforced Rib Knit on the Cuff-Color Waistband – Spandex is acceptable.
 - Size: Adult Small-10X-Large.
- **Unisex Sweatshirt with Zipper and Hood**
 - Fabric: 50% Poly/50% Cotton.
 - Fabric: Preshrunk, Anti-Pill, Colorfast.
 - Fabric Weight: Minimum 7.5 oz, Maximum 10oz.
 - Color: Assorted.
 - Style:
 - Full Front Metal Zipper, Hooded, Long Sleeve.
 - Muff Pockets (One pocket on each side of zipper next to waistband).
 - Double Ply Hood with matching tipped drawstring or without drawstring.
 - Cover-Seamed Throughout.
 - Lycra Reinforced Rib Knit on the Cuff-Color Waistband – Spandex is acceptable.

- Size: Adult Small-10X-Large.
- **Unisex Sweatpants with No Pockets**
 - Fabric: 50% Poly/50% Cotton.
 - Fabric: Preshrunk, Anti-Pill, Colorfast.
 - Fabric Weight: Minimum 7.5 oz, Maximum 10oz.
 - Color: Assorted.
 - Style:
 - Ankle Length.
 - Elastic Waistband, Elastic Leg Cuffs.
 - Cover-Seamed Throughout.
 - Draw cord.
 - No Pockets.
 - Size: Adult Small-3X-Large.
- **Unisex Sweatpants with No Pockets and No Drawcords**
 - Fabric: 50% Poly/50% Cotton.
 - Fabric: Preshrunk, Anti-Pill, Colorfast.
 - Fabric Weight: Minimum 7.5 oz, Maximum 10oz.
 - Color: Assorted.
 - Style:
 - Ankle Length.
 - Elastic Waistband, Elastic Leg Cuffs.
 - Cover-Seamed Throughout.
 - No Draw cord.
 - No Pockets.
 - Size: Adult Small-5X-Large.
- **Unisex Sweatpants with Pockets**
 - Fabric: 50% Poly/50% Cotton.
 - Fabric: Preshrunk, Anti-Pill, Colorfast.
 - Fabric Weight: Minimum 7.5 oz, Maximum 10oz.
 - Color: Assorted.
 - Style:
 - Ankle Length.
 - Elastic Waistband, Elastic Leg Cuffs.
 - Cover-Seamed Throughout.
 - Draw Cord or No Draw cord.
 - Pockets on sides below waistband.
 - Size: Adult Small-5X-Large.
- **% Discount on General Athletic Wear in balance of vendor catalog.**
 - Will your company offer a % discount on like-items in your vendor catalog not detailed above? If so, what % off list price will you offer?