

**COUNTY OF PUTNAM - PURCHASING**  
 40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
 TELEPHONE: 845-808-1088

CUSTOM CLOTHING, APPAREL &amp; ACCESSORIES

**BID NUMBER: RFB-25-26 BV****INVITATION TO BID – BEST VALUE**

BIDDER'S NAME: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

**Bidders must list a physical address**MAILING ADDRESS : \_\_\_\_\_  
 (P.O. BOX NUMBER, IF APPLICABLE)

Bids for the above referenced bid number and title will be received until **1:00 PM on Wednesday, August 12, 2026** at the Putnam County Purchasing Department, 40 Gleneida Ave, Room 105, Carmel, NY 10512, at which time and place bids will be publicly opened and read. Specifications and bid forms may be downloaded at:

[www.empirestatebidsystem.com](http://www.empirestatebidsystem.com).

TERMS:

**August 15, 2026 – August 14, 2027**  
 (Three (3) - one year renewal options)

DELIVERY:

**See Particular Specifications**

Prices are to be quoted **F.O.B. DESTINATION, FREIGHT PREPAID AND ALLOWED (SHIPPING INCLUDED)** with deliveries to be made as per specifications included within.

***IMPORTANT NOTICE – Bid Distribution:***

The County of Putnam officially distributes bidding documents from the Purchasing Department Office or through the Empire State Municipal Purchasing Group's Regional Bid Notification System. Copies of bidding documents obtained from any other source are not considered official copies. Only those vendors who obtain bidding documents from either the Purchasing Department Office or the Regional Bid Notification System are guaranteed to receive addendum information, if such information is issued. ***Appendix A – General Terms and Conditions for all Purchasing Contracts is a separate attachment. Bidders shall download, read, and acknowledge acceptance of Appendix A on the "Bid Acknowledgement" form.***

**If you have obtained this document from a source other than the Putnam County Purchasing Department or the ESMPG Regional Bid Notification System, it is recommended that you obtain an official copy.**

NOTE:

Proposals are to be enclosed in a sealed envelope marked: **RFB-25-26 BV – Custom Clothing, Apparel and Accessories** and shall be addressed to the Putnam County Division of Purchasing, at the above address.

The proposal of each bidder shall contain the certification to non-collusive bidding as set forth in section 103-d of the General Municipal Law included in the specifications. This requirement must be strictly complied with.

The undersigned reserves the right to reject any and all proposals and to accept any proposal or proposals as submitted, or as modified, which in the opinion of the undersigned will be in the best interests of the County of Putnam.

DATED: 7/16/26

COUNTY OF PUTNAM  
 CARMEL, NY  
 BY: JOHN TULLY, PURCHASING DIRECTOR

**COUNTY OF PUTNAM - PURCHASING**  
40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
TELEPHONE: 845-808-1088

**CUSTOM CLOTHING, APPAREL & ACCESSORIES**

**BID NUMBER: RFB-25-26 BV**

**BIDDER'S CHECK LIST**

Your response to our above referenced bid may be considered unresponsive and may be rejected if the following forms are not included at the time of the bid opening.

**FORMS**



**STATEMENT OF REQUIRED DISCLOSURES, REPRESENTATIONS AND CERTIFICATIONS**



**Certification of Experience/Certificate of Equipment Form**



**Proposal Pages**

**INSURANCE INFORMATION**



As per pages 5-7 of the bid package, the County of Putnam requires a current insurance certificate, with the County of Putnam listed as additional insured, to be on file in the Purchasing Department. You will be given five (5) business days from notice of award to supply this form or the bid will be rescinded. Please note if the excess/umbrella clause is required.

**COUNTY OF PUTNAM - PURCHASING**  
 40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
 TELEPHONE: 845-808-1088

**CUSTOM CLOTHING, APPAREL & ACCESSORIES**

**BID NUMBER: RFB-25-26 BV**

**RECEIPT CONFIRMATION FORM**

**PLEASE COMPLETE AND RETURN THIS CONFIRMATION FORM  
 WITHIN 5 WORKING DAYS OF RECEIVING BID PACKAGE TO:**

ALEXIS HAWLEY  
 County of Putnam  
 40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
 Tele. (845) 808-1088 Email: alexis.hawley@putnamcountyny.gov

**Failure to return this form may result in no further communication or addenda regarding this Bid.**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ EXT: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

I have received a copy of the above noted BID.

\_\_\_\_\_ We will be submitting a Bid

\_\_\_\_\_ We will NOT be submitting a Bid – **(please indicate reason)**

\_\_\_\_\_  
 \_\_\_\_\_

I authorize the County of Putnam to send further correspondence that the County deems to be of an urgent nature by the following method:

Courier Collect: \_\_\_\_\_ Mail \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

If a bidders meeting has been arranged for this Bid, please indicate if you plan to attend: Yes / No

**COUNTY OF PUTNAM - PURCHASING**  
 40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
 TELEPHONE: 845-808-1088

CUSTOM CLOTHING, APPAREL &amp; ACCESSORIES

**BID NUMBER: RFB-25-26 BV****PURCHASES BY OTHER LOCAL GOVERNMENTS OR SCHOOL DISTRICTS**
 APPLICABLE    ☒ YES    ☐ NO    NOT APPLICABLE

As per the New York State General Municipal Law, all political subdivisions of New York State are allowed to make purchases through the resulting contract(s).

1. The County of Putnam shall make all contract award information available to other political subdivisions through our website: [www.putnamcountyny.com](http://www.putnamcountyny.com)
2. Any other political subdivision will issue purchase orders directly to vendors within the specified contract period referencing the County's contract and shall be liable for any payments due on such purchase orders; and shall accept sole responsibility for any payment due.
3. All purchases shall be subject to audit and inspection by the other political subdivisions for which the purchase was made.
4. No officer, board or agency of a county, town, village, or school district shall make any purchase through the County when bids have been received for such purchase by such officer, board or agency, unless such purchase may be made upon the same terms, conditions and specifications at a lower price through the County.
5. All Bidders shall be on notice that as a condition of the award of a County contract, the successful bidder shall accept the award of a similar contract with any other political subdivision in New York State, if called upon to do so. The County, however, will not be responsible for any debts incurred by the participants pursuant to this or any other agreement.
6. Necessary deviations from the County's specifications in the award of a participant contract, whether such deviations relate to quantities, or delivery points shall be resolved between the successful bidder and the other political subdivisions.

**COUNTY OF PUTNAM - PURCHASING**  
 40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
 TELEPHONE: 845-808-1088

CUSTOM CLOTHING, APPAREL &amp; ACCESSORIES

BID NUMBER: **RFB-25-26 BV**

### **PUTNAM COUNTY INSURANCE REQUIREMENTS**

The following must appear on each Certificate of Insurance  
 UNDER THE CERTIFICATE HOLDER SECTION OF THE FORM:

**County of Putnam**  
**Attn: Mat C Bruno Sr / Law Dept.**  
**48 Gleneida Avenue**  
**Carmel, NY 10512**

Additionally, in the space on the document noted- Description of Operations/Locations- please note the following:

***“ Putnam County is included as the additional insured except for Professional Liability and Workers Compensation.”***

It is the requirement of the County of Putnam that for work performed under contract and/or permit authorized by the County and/or the County Departments and/or any performance conducted on county property that the contractor or permittee procure and maintain at their own expense and without expense to the county, until final acceptance of the work by the County, the insurances listed below.

BEFORE COMMENCEMENT of any work, event or performance, a certificate(s) of insurance ( known as an Accord Form ) must be furnished to the County and/or the County Departments in forms satisfactory to the County.

All insurance coverages must be from an A.M. Best Rated “ secured” ( B+ A++ ) NYS admitted insurer.

All certificates of insurance must ensure that the policy or policies shall not be changed or canceled until at least **THIRTY (30) DAYS** prior written notice has been given to the County and/or DPW.

When required by Department of Public Works ( hereinafter DPW ) the “XCU” exclusion of the policy or policies shall be eliminated or show proof that “XCU” is covered.

#### **THE CONTRACTOR SHALL PROVIDE AND MAINTAIN, AT ITS OWN EXPENSE, THE FOLLOWING MINIMUM INSURANCE COVERAGES:**

- A. Workers Compensation Insurance:** - This is statutorily required and is required for all contracts. Each policy must cover all operations, and all locations involved in the contract. If applicable, the policy should also include NYS Disability Benefits. Proof of Workers Compensation Insurance is required and should be received by Putnam County on a **C105.2 form, SI 12 form, CE-200 form or a U-26.3 form.**
- B. Commercial General Liability:** - Covering all operations and all locations involved in the contract including the following coverages:
- |             |                                          |
|-------------|------------------------------------------|
| \$2,000,000 | General Aggregate                        |
| \$10,000    | Medical Expense Limit                    |
| \$2,000,000 | Personal and Advertising Limit           |
| \$2,000,000 | Each Occurrence                          |
| \$2,000,000 | Products/ Completed Operations Aggregate |
| \$100,000   | Fire Damage Legal Liability Limit        |

**COUNTY OF PUTNAM - PURCHASING**  
 40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
 TELEPHONE: 845-808-1088

**CUSTOM CLOTHING, APPAREL & ACCESSORIES**

**BID NUMBER: RFB-25-26 BV**

**C. Commercial Automobile Liability:** - Covering all operations and locations involved in the contract, including the following coverages:

1. Owned Automobiles
2. Hired Automobiles
3. Non-Owned Automobiles

Unless specifically required, each policy shall provide limits of not less than \$1,000,000 combined single limits for bodily injury and property damage.

**D.** If applicable, Professional Liability ( error and omissions ) in the amount of at least \$1,000,000 per claim.

**E. Excess Liability and/or Umbrella Policy:** Limits are depending on the following contract size:

- ✓ Contract size of \$100,000 to \$250,000 - must have \$1Million of coverage
- ✓ Contact size of \$250,001 to \$500,000 - must have \$5Million in coverage
- ✓ Contract size of \$500,001 or greater - must have \$10Million in coverage

**F. Bid, Performance/Payment, Labor and Material Bonds:**

Required for any contract in **excess of \$250,000.** These bonds shall be provided by a NYS admitted surety company in good standing. Only the (AIA)- The American Institute of Architects- A313 from will be accepted. In addition, pursuant to NYS Insurance Law, Section 1111- All bonds must include a certificate of solvency for the surety which shall be updated annually. In addition, the Surety must be on the U.S Treasury ( Circular 570 ) of acceptable sureties.

**STANDARD INSURANCE REQUIREMENTS AND INDEMNIFICATION REQUIRMENT**

All policies and certificates of insurance of the contractor shall contain the following clauses:

1. Putnam County is named as an additional insured and as the Certificate Holder. Insurers shall have no right to recovery or subrogation against the County of Putnam ( including its agents and agencies ), it being the intention of the parties that the insurance policies so effected shall protect both parties and be primary coverage for any and all losses covered by the law above-described insurance.
2. The Clause "other insurance provisions" in a policy in which the County of Putnam is named as an additional insured, shall not apply to the County of Putnam.
3. The insurance companies issuing the policy or policies shall have no recourse against the County of Putnam ( including its agents and agencies ) for payment of any premiums or for assessments under any form of policy.
4. Any and all deductibles in the above-described insurance policies shall be assumed by and be for the account of, and at the risk of the contractor.

**COUNTY OF PUTNAM - PURCHASING**  
 40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
 TELEPHONE: 845-808-1088

**CUSTOM CLOTHING, APPAREL & ACCESSORIES**

**BID NUMBER: RFB-25-26 BV**

**REQUEST FOR COMPETITIVE OFFERS – BEST VALUE AWARD PROCEDURES**

All purchase contracts for Putnam County to be awarded by Best Value shall be awarded by a Request for Competitive Offers. For this purpose, the term "purchase contract" includes contracts for commodities, materials, supplies, equipment and service work, but excludes contracts necessary for the completion of a public works contract covered by the prevailing wage provisions of article 8 of the Labor Law, such as for building construction.

Where the basis for award is the best-value offer, the Purchasing Division and Department Head shall document, in the procurement record and in advance of initial receipt of offers, the determination of the evaluation criteria, which, shall be objective and quantifiable, and the process to be used in the determination of best-value and the manner in which the evaluation process and selection shall be conducted. This shall include identifying the relative importance or weighting of price and non-price factors.

**EVALUATION CRITERIA FOR THIS SOLICITATION**

| Criteria                                    | Points |
|---------------------------------------------|--------|
| Cost                                        | 35     |
| Product Selection & Availability            | 20     |
| Production Capability & In-House Operations | 20     |
| Experience & References                     | 10     |
| Delivery & Order Fulfillment                | 10     |
| Value Added Services                        | 5      |
| Total                                       | 100    |

**COST BENEFIT ANALYSIS REQUIRED**

The decision to award a contract on the basis of best value must be based on objective and quantifiable analysis, such as a cost-benefit analysis, whenever possible. In evaluating and determining whether to accept a higher priced offer, the Purchasing Division and County Department shall use a cost-benefit analysis to show quantifiable value or savings from non-price factors that offset the price differential of the lower price offers.

**AWARD**

The submission of a bid implies the bidder's acceptance of the evaluation criteria and bidder's acknowledgment that subjective judgments must be made by the evaluation committee. Award of any contract shall be made to the responsible bidder(s), whose bid(s) is/are determined to provide the Best Value to the County.

Award(s) may be made to the highest scoring Bidder(s) resulting from the evaluation procedure described above. The County reserves the right to: accept other than the lowest priced offer, waive any informality, or reject any or all bids, with or without advertising for new bids, if in the best interest of the County.

**COUNTY OF PUTNAM - PURCHASING**  
40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
TELEPHONE: 845-808-1088

**CUSTOM CLOTHING, APPAREL & ACCESSORIES**

**BID NUMBER: RFB-25-26 BV**

**DETAILED SPECIFICATIONS**

Putnam County is soliciting bids from qualified vendors to furnish custom embroidered, screen printed, heat transferred and otherwise custom apparel, uniforms, outerwear, safety wear and related accessories on an as needed basis for all County Departments during the term of the contract.

The intent of this bid is to establish a contract with a qualified vendor capable of supplying a wide range of garments from nationally recognized manufacturers, while providing professional customization services, responsive customer service and timely delivery. The County anticipates placing orders throughout the contract term in varying type and quantities based upon Departmental needs.

**SCOPE**

The Contractor shall furnish all labor, materials, equipment, artwork preparation, embroidery, screen printing, heat transfer application, digital garment printing where applicable, packaging, transportation, and incidentals necessary to provide completed apparel and related products in accordance with the requirements of this Contract. All garments furnished under this Contract shall be new, first-quality merchandise obtained through authorized distribution channels. Seconds, irregulars, refurbished merchandise, or counterfeit products shall not be accepted.

The Contractor shall maintain the capability to supply apparel from a broad range of nationally recognized manufacturers, including but not limited to Carhartt, CornerStone, Port Authority, Port & Company, New Era, Sport-Tek, Gildan, Hanes, Charles River, Mercer+Mettle, Brooks Brothers, Bayside, Game, Hanes and comparable manufacturers approved by the County. Equivalent products may be proposed when original products have been discontinued or become unavailable, subject to prior written approval by the County. Contractors shall provide a fixed percentage discount from the manufacturer's current published catalog price, MSRP, or distributor price list that will apply throughout the contract.

The Contractor shall provide garments in men's, women's, and unisex sizing, including regular and extended sizes where available. Sizes shall generally range from XS through 6XL.

**REQUIREMENTS**

Bidders should be able to demonstrate, at a minimum:

- An established business with at least **three years** of experience providing comparable services.
- An in-house production facility capable of performing the required customization.
- Authorization to sell the manufacturers represented in its proposal.
- Required insurance coverage.
- Compliance with all applicable federal, state, and local laws.
- Three satisfactory governmental or institutional references.

**COUNTY OF PUTNAM - PURCHASING**  
40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
TELEPHONE: 845-808-1088

**CUSTOM CLOTHING, APPAREL & ACCESSORIES**

**BID NUMBER: RFB-25-26 BV**

### **CUSTOMER SERVICE**

The Contractor shall designate a primary account representative who shall serve as the County's principal point of contact throughout the duration of the Contract. The account representative shall possess the authority to resolve ordering, production, invoicing, and delivery issues in a timely manner.

Telephone calls and electronic mail inquiries from the County shall be acknowledged within one (1) business day. Questions requiring additional research shall receive a substantive response within two (2) business days unless otherwise agreed upon by the County.

The Contractor shall promptly notify the County of any circumstance that may affect pricing, product availability, production schedules, or delivery commitments.

### **APPAREL AND PRODUCT REQUIREMENTS**

The Contractor shall furnish a comprehensive selection of custom apparel, uniforms, outerwear, safety wear, and related textile products suitable for use by County employees throughout all County Departments. Products shall be available in a wide range of styles, fabrics, colors, and performance characteristics to accommodate the diverse operational requirements of County departments throughout all seasons of the year.

The contract shall include, but not be limited to, the furnishing of short- and long-sleeve t-shirts, performance and moisture-wicking shirts, polo shirts, work shirts, button-down shirts, denim shirts, henley shirts, and other comparable apparel intended for daily work activities. The Contractor shall also provide sweatshirts, hooded sweatshirts, quarter-zip pullovers, crew neck sweatshirts, fleece garments, and similar apparel appropriate for cooler weather conditions.

Outerwear available under the Contract shall include lightweight jackets, soft-shell jackets, fleece jackets, insulated jackets, rainwear, windbreakers, parkas, winter coats, safety outerwear, vests, and other garments designed to protect employees working in varying environmental conditions. Products intended for outdoor work shall be suitable for year-round use in the climate typical of New York State and shall include garments designed to provide protection from cold temperatures, precipitation, wind, and other adverse weather conditions.

The Contractor shall furnish occupational safety apparel meeting applicable ANSI/ISEA visibility standards whenever specified by the County. Such products may include high-visibility t-shirts, sweatshirts, safety vests, jackets, rainwear, and other garments incorporating reflective materials or fluorescent fabrics appropriate for roadway, construction, fleet, utility, and similar work environments. When specified, safety apparel shall comply with the ANSI/ISEA performance class identified by the requesting department.

The Contract shall also include occupational uniforms and specialized work apparel, including industrial work shirts, work pants, coveralls, bib overalls, shop coats, flame-resistant garments, insulated work clothing, and

**COUNTY OF PUTNAM - PURCHASING**  
40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
TELEPHONE: 845-808-1088

**CUSTOM CLOTHING, APPAREL & ACCESSORIES**

**BID NUMBER: RFB-25-26 BV**

other specialty apparel required for specific work assignments. The Contractor shall be capable of furnishing garments from manufacturers recognized for industrial, construction, and public works applications.

Headwear shall include baseball caps, structured and unstructured caps, knit caps, winter hats, beanies, bucket hats, and similar products suitable for embroidery or other customization. Related textile accessories may include duffel bags, backpacks, tote bags, aprons, cooling towels, gloves, and other promotional or operational textile products that may be required by County departments.

Garments shall be available in men's, women's, and unisex styles, with sizing that accommodates the County's workforce, including regular and extended sizes. Where manufacturers offer gender-specific styles, the Contractor shall make those products available under the Contract. The County reserves the right to purchase garments in any available color offered by the manufacturer, subject to departmental operational requirements and compatibility with County logos and branding.

The apparel identified herein is intended to represent the types of products anticipated during the term of the Contract and shall not be construed as an exhaustive list. The Contractor shall be capable of supplying additional apparel, uniform items, safety wear, accessories, and related textile products offered through the catalogs of the manufacturers represented by the Contractor, provided such products are consistent with the intent of this solicitation and are furnished in accordance with the pricing provisions of the Contract.

The Contractor shall provide garments from nationally recognized manufacturers known for quality, durability, and availability in the municipal, public works, construction, industrial, and commercial uniform markets. The County reserves the right to approve equivalent products that meet or exceed the quality, performance, and appearance of the products requested.

### **CUSTOMIZATION**

The Contractor shall provide professional customization services including embroidery and screen printing, name personalization, numbering, departmental identification, and similar decoration services. Customization shall be performed using industry-standard methods that produce durable, professional-quality finished products suitable for repeated commercial laundering and normal workplace use.

The County will furnish electronic artwork for official logos and graphics whenever available. The Contractor shall prepare all artwork necessary for production, including digitizing embroidery files and preparing print-ready layouts. Prior to production, the Contractor shall submit electronic proofs showing garment style, color, decoration placement, thread colors, ink colors, sizing, and all other pertinent production information. Production shall not commence until written approval has been received from the County.

**SCREEN PRINTING:** The Bidder shall identify all one-time setup charges associated with the preparation of new screen printing artwork. The Contractor may assess a one-time setup charge for new screen-printed artwork in

**COUNTY OF PUTNAM - PURCHASING**  
40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
TELEPHONE: 845-808-1088

**CUSTOM CLOTHING, APPAREL & ACCESSORIES**

**BID NUMBER: RFB-25-26 BV**

accordance with its bid pricing. Setup charges shall include artwork preparation, film generation (if applicable), screen preparation, press setup, and all other costs necessary to prepare the initial production run.

The County shall pay a setup charge only for new artwork that has not previously been produced under this Contract. Once a design has been established, approved, and retained by the Contractor, no additional setup charge shall be assessed for subsequent orders utilizing the same artwork unless the County requests modifications requiring the creation of new screens.

Artwork, films, digital files, and screens created specifically for the County shall be retained by the Contractor for the duration of the Contract and for not less than two (2) years following the expiration or termination of the Contract.

The Contractor shall not assess additional setup charges for repeat orders utilizing existing artwork previously established for the County unless modifications to the artwork are requested by the County.

Upon request by the County at the conclusion of the Contract, the Contractor shall provide all County-owned digital artwork and production files created under the Contract in their native electronic formats at no additional cost. Physical screens remain the property of the Contractor unless otherwise specified, but their existence shall not be used as a basis to charge repeat setup fees.

**EMBROIDERY:** The Bidder shall identify all one-time charges associated with preparing new embroidery designs. The Contractor may assess a one-time digitizing charge for each new embroidery logo or design in accordance with the pricing submitted in its bid. Digitizing charges shall include all labor necessary to convert County-supplied artwork into machine-ready embroidery files.

Following completion of the digitizing process, the Contractor shall retain the embroidery file for the duration of the Contract and shall not assess additional digitizing charges for subsequent orders utilizing the same approved logo or design. Additional digitizing charges may only be assessed when the County requests revisions to an existing logo or otherwise authorizes the creation of a new embroidery file.

The County shall pay a digitizing charge only once for each new logo or design. **No additional digitizing charge shall be assessed for repeat orders using the same approved embroidery file** unless the County requests revisions requiring the creation of a new file.

Any embroidery digitizing file created specifically for the County under this Contract shall be deemed a work product developed for the County. Upon request during or at the conclusion of the Contract, the Contractor shall provide the County with a copy of the digitized embroidery file in its native format at no additional cost. Artwork, embroidery files prepared specifically for the County, and official County logos shall remain the property of the County throughout the term of the Contract and upon its expiration.

**COUNTY OF PUTNAM - PURCHASING**  
40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
TELEPHONE: 845-808-1088

**CUSTOM CLOTHING, APPAREL & ACCESSORIES**

**BID NUMBER: RFB-25-26 BV**

### **IN HOUSE PRODUCTION**

The County places significant importance on maintaining consistent quality, reliable scheduling, and direct accountability throughout the production process. Accordingly, the successful Contractor shall maintain an established production facility capable of performing the required customization services utilizing its own personnel and equipment.

Embroidery, screen printing, artwork preparation, proof generation, quality inspection, order assembly, and packaging shall be performed within the Contractor's own production facility. The Contractor shall identify the location of its production facility and shall demonstrate that it possesses sufficient equipment, staffing, and production capacity to perform the services required under this Contract.

The County reserves the right to inspect the Contractor's production facility before contract award or at any time during the contract term for the purpose of verifying production capabilities, quality control procedures, equipment, staffing, and overall contract compliance.

### **PRODUCTION CAPACITY**

The Contractor shall maintain adequate personnel, equipment, inventory resources, and supplier relationships to accommodate both routine and seasonal purchasing requirements. Production operations shall be sufficient to process multiple County orders simultaneously without adversely affecting delivery schedules.

Upon request, the Contractor shall provide documentation identifying the number of embroidery heads, screen printing equipment, production employees, daily production capacity, normal business hours, and any other information reasonably necessary for the County to evaluate the Contractor's ability to perform the work required under this Contract.

### **ORDERING**

The County may issue purchase orders at any time during the contract period for individual garments or bulk orders. Orders may vary significantly in quantity depending upon operational requirements, seasonal needs, emergency response activities, employee onboarding, or replacement of damaged garments. The Contractor shall accept requests for quotations and purchase orders transmitted by electronic mail, the County's procurement system, or other County-approved purchasing methods.

Prior to the issuance of a purchase order, the requesting department will submit a request for quotation identifying the desired garments, manufacturers, quantities, sizes, colors, decoration requirements, logo placement, personalization, delivery location, and any other applicable specifications. Upon receipt of a request for quotation, the Contractor shall prepare and submit a written quotation to the requesting department within **three (3) business days**, unless the request involves unusually complex customization or products requiring manufacturer pricing, in which case the Contractor shall notify the department of the anticipated response date.

**COUNTY OF PUTNAM - PURCHASING**  
40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
TELEPHONE: 845-808-1088

**CUSTOM CLOTHING, APPAREL & ACCESSORIES**

**BID NUMBER: RFB-25-26 BV**

Each quotation shall include, at a minimum, the manufacturer and model number of each garment, garment description, color, sizes requested, unit price, quantity, applicable manufacturer discount, customization charges, artwork or digitizing charges (if applicable), freight or delivery charges (if any), estimated production and delivery schedule, total proposed price, and the quotation expiration date. The quotation shall clearly identify any assumptions, exclusions, or anticipated manufacturer lead times that may affect fulfillment.

Departments shall review the quotation for accuracy and, if acceptable, initiate the issuance of a County purchase order in accordance with established procurement procedures. **No work shall commence, and the Contractor shall not procure materials, begin production, or deliver products until a duly authorized County purchase order has been issued.** Verbal authorizations, email correspondence, artwork approvals, or quotation requests shall not constitute authorization to proceed with production.

Following receipt of the purchase order, the Contractor shall acknowledge the order within one (1) business day and shall notify the County within two (2) business days of any discrepancies, discontinued merchandise, manufacturer backorders, inventory shortages, artwork concerns, or other circumstances that may affect fulfillment or delivery.

#### **PRODUCTION AND DELIVERY**

The Contractor shall maintain production schedules that ensure timely delivery of completed orders based upon the type of apparel ordered, the complexity of the requested customization, and the quantity being produced. The County recognizes that production time will vary depending upon these factors; however, the Contractor shall consistently exercise commercially reasonable efforts to meet or exceed the delivery expectations established herein.

Unless otherwise approved by the County, orders consisting of readily available stock garments utilizing existing artwork should normally be completed within ten (10) business days for orders of twenty-five (25) garments or fewer and within fifteen (15) business days for larger quantities up to one hundred (100) garments. Orders requiring new artwork preparation or embroidery digitizing should generally be completed within fifteen (15) business days following approval of artwork. Large production orders exceeding one hundred (100) garments should generally be completed within twenty (20) business days.

Orders involving specialty outerwear, ANSI-compliant safety apparel, flame-resistant garments, or products requiring manufacturer lead times shall be delivered as expeditiously as practicable, taking into consideration documented manufacturer availability. In such instances, the Contractor shall promptly notify the County of anticipated delivery dates and shall recommend acceptable alternative products whenever appropriate.

The Contractor shall immediately notify the County whenever circumstances arise that may delay production or delivery. Such notifications shall include the reason for the delay, the anticipated completion date, and any proposed alternatives that would minimize disruption to County operations.

**COUNTY OF PUTNAM - PURCHASING**  
 40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
 TELEPHONE: 845-808-1088

**CUSTOM CLOTHING, APPAREL & ACCESSORIES**

**BID NUMBER: RFB-25-26 BV**

The County may occasionally require expedited production for emergency operations, severe weather events, or other urgent circumstances. The Contractor shall make reasonable efforts to accommodate rush orders whenever production capacity permits and shall identify any applicable expedited production charges in its bid proposal.

## INVOICING

The Contractor shall submit invoices only after the ordered goods have been delivered and accepted by the County unless otherwise authorized in writing. Separate invoices shall be submitted for each County purchase order. Under no circumstances shall charges associated with multiple purchase orders be combined onto a single invoice unless specifically authorized by the County.

Invoices shall correspond exactly to the approved quotation and the applicable purchase order. Pricing, quantities, discounts, decoration charges, freight charges, and any other costs shall be consistent with the Contractor's bid, the approved quotation, and the issued purchase order. The County reserves the right to reject any invoice containing unauthorized charges or pricing that differs from the approved quotation or purchase order.

Each invoice shall contain sufficient detail to permit verification of all charges and shall include, at a minimum, the following information:

- Contractor's legal business name, address, telephone number, and remittance information.
- Invoice number and invoice date.
- County purchase order number.
- Department placing the order.
- County contact person, when identified on the purchase order.
- Contractor quotation number and quotation date.
- Delivery date.
- Delivery location.
- Manufacturer name and garment model number for each item furnished.
- Detailed garment description, including color and size.
- Quantity ordered and quantity delivered.
- Unit price for each garment.
- Applicable manufacturer discount.
- Itemized customization charges, including embroidery, screen printing, personalization, or other decoration services.
- Itemized artwork or digitizing charges, when authorized.
- Freight or shipping charges, if applicable.
- Extended line-item totals.
- Total invoice amount.

**COUNTY OF PUTNAM - PURCHASING**  
40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
TELEPHONE: 845-808-1088

**CUSTOM CLOTHING, APPAREL & ACCESSORIES**

**BID NUMBER: RFB-25-26 BV**

Invoices shall identify each garment as a separate line item whenever practical. Charges for apparel and charges for customization services shall be itemized separately to permit verification of contract pricing.

Any extended-size surcharges shall be separately identified and shall be consistent with the pricing submitted in the Contractor's bid.

Freight charges shall not exceed those authorized under the Contract and shall be separately identified on the invoice unless shipping is included in the contract pricing.

If substitutions have been approved by the County, the invoice shall clearly identify the substituted product and reference the County's written approval.

Invoices shall not include charges for products or services that were not authorized by the County through the approved quotation and purchase order process.

The County may require supporting documentation to accompany an invoice, including copies of the approved quotation, approved artwork proof, delivery receipt, packing slip, or other documentation necessary to verify contract compliance.

Invoices shall be submitted electronically in Adobe PDF format unless otherwise directed by the County. The County reserves the right to designate a centralized accounts payable email address or electronic financial management system for invoice submission during the term of the Contract.

Submission of an invoice shall constitute the Contractor's certification that all products have been delivered in accordance with the Contract, that all pricing is accurate and consistent with the approved quotation and purchase order, and that all applicable discounts have been applied.

Payment shall be made in accordance with the terms and conditions of the Contract following receipt of a properly completed invoice and acceptance of the goods by the County.

#### **QUALITY ASSURANCE**

The Contractor shall implement quality control procedures to ensure that all garments are accurately decorated, free from manufacturing defects, correctly sized, and consistent with approved artwork. Embroidery shall be properly aligned and securely stitched without loose threads. Screen printing shall exhibit proper registration, consistent ink coverage, and durability suitable for repeated laundering.

Completed garments shall be inspected prior to shipment to verify accuracy of sizes, quantities, colors, decoration placement, and overall workmanship.

**COUNTY OF PUTNAM - PURCHASING**  
40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
TELEPHONE: 845-808-1088

**CUSTOM CLOTHING, APPAREL & ACCESSORIES**

**BID NUMBER: RFB-25-26 BV**

**SAMPLES**

During the evaluation of bids or at any time during the contract period, the County may request garment samples, fabric swatches, color cards, embroidery samples, or finished products for evaluation. Such samples shall be furnished without cost to the County unless otherwise agreed in writing.

**WARRANTY**

The Contractor warrants that all garments furnished under this Contract shall conform to the specifications contained herein and shall be free from defects in materials, workmanship, decoration, and customization. Garments that are incorrectly sized, improperly decorated, damaged during production, or otherwise fail to conform to the County's approved proof shall be replaced at no additional cost to the County. Replacement garments shall be produced and delivered as promptly as possible to minimize disruption to County operations.

**AWARD**

Award(s) may be made to the highest scoring Bidder(s) resulting from the evaluation procedure described above.

Putnam County reserves the right to use both primary and secondary vendors (maximum of two awards) to meet the overall requirements of the County.

**COUNTY OF PUTNAM - PURCHASING**  
40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
TELEPHONE: 845-808-1088

**CUSTOM CLOTHING, APPAREL & ACCESSORIES**

**BID NUMBER: RFB-25-26 BV**

**INFORMATION TO BIDDERS**

**OBLIGATION OF BIDDERS**

A Contractor shall not plead misunderstanding or deception because of estimates of quantities, character, location, or other conditions surrounding the same. Permission will not be given to withdraw, or modify, or explain any proposal or bid after it has been opened.

The proposal shall specify the costs, in the manner hereafter described for which the items will be supplied according to the specifications, together with a unit price for each of the separate items as called for. Any proposal shall be deemed informal which does not contain prices set opposite to each of the several items for which there is a quantity exhibited in the itemized proposal.

**AWARD OF CONTRACT**

Award of contract will be made to the lowest responsible qualified bidder whose proposal shall comply with all of the provisions required to render it formal. The County or the Director of Purchasing reserves the right to waive any informality or to reject any or all proposals and may advertise for new proposals, if the best interest of the county will be served. The County or the Director of Purchasing may require any or all bidders to present evidence of experience, ability and financial standing as well as a statement as to the equipment which the bidder will have available for the executing of this contract. The county reserves the right to award this contract either on an item-by-item basis or as a total award of all items in combination.

**INSURANCE & BONDS**

The bidder whose proposal is accepted will be required to furnish bonds and evidence of insurance within five days from date of Notice of Award. In case of failure or refusal on the part of the bidder to furnish bonds, if required, within the set period, the amount of deposit may be forfeited to the County and the contract may be awarded to the next lowest responsible bidder. Upon the notification of award and approval of the bond, the deposit will be returned to the proposer. The deposit of persons other than the one to whom an award is made will be returned to the person or persons making the proposal immediately after the contract and bonds have been executed.

**NONRESTRICTIVE USE OF BRAND NAME OR EQUAL SPECIFICATIONS**

The use of a brand name is for the purpose of describing the standard of quality, performance, and characteristics desired and are not intended to limit or restrict competition.

**FORM OF PROPOSAL**

All proposals shall be made upon forms furnished by the Purchasing Department of the County of Putnam and shall be contained in sealed envelopes addressed to JOHN TULLY, Purchasing Director, Purchasing Department, County of Putnam, 40 Gleneida Ave. – Room 105, Carmel, NY 10512.

Form of proposal as issued by the county shall be completely filled in, in ink or typing. No bid will be accepted which contains any changes, additions, omissions or erasures.

**EXPERIENCE & EQUIPMENT**

Bidder shall submit with the proposal a Certificate of Experience for the past three (3) years. Certificate of Experience is included in these documents, if applicable.

**EXCULPATORY CLAUSE**

The Contractor agrees to make no claim for damages for delay in the performance of this contract occasioned by any act or omission to act of the County or any of its representatives and agrees that any such claim shall be fully compensated for by an extension of time to complete performance of the work as provided herein.

**COUNTY OF PUTNAM - PURCHASING**  
40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
TELEPHONE: 845-808-1088

**CUSTOM CLOTHING, APPAREL & ACCESSORIES**

**BID NUMBER: RFB-25-26 BV**

## **NOTICE TO BIDDER**

### **APPENDIX A**

Appendix A, General Terms and Conditions for Purchasing Department Contracts, **a separate attachment to this solicitation**, is hereby expressly made a part of this Bid Document as fully as if set forth at length herein. **Please retain this document for future reference.**

***Bidders shall download, read, and acknowledge acceptance of Appendix A on the “Bid Acknowledgement” Form.***

COUNTY OF PUTNAM - PURCHASING  
40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
TELEPHONE: 845-808-1088

CUSTOM CLOTHING, APPAREL & ACCESSORIES

BID NUMBER: **RFB-25-26 BV**

**ALL** QUESTIONS PERTAINING TO THIS SOLICITATION **MUST** BE  
SUBMITTED IN WRITING TO  
[ALEXIS.HAWLEY@PUTNAMCOUNTYNY.GOV](mailto:ALEXIS.HAWLEY@PUTNAMCOUNTYNY.GOV) AT LEAST (7) SEVEN  
DAYS PRIOR TO BID OPENING.

WE WILL RESPOND AS SOON AS POSSIBLE

**COUNTY OF PUTNAM - PURCHASING**  
40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
TELEPHONE: 845-808-1088

**CUSTOM CLOTHING, APPAREL & ACCESSORIES**

**BID NUMBER: RFB-25-26 BV**

**REPRESENTATIONS AND CERTIFICATIONS**

**INSTRUCTIONS:**

- 1. THE FOLLOWING FORMS MUST BE COMPLETED AND SUBMITTED WITH YOUR BID.**
- 2. A NOTARY IS ONLY REQUIRED FOR ONE PAGE.**
- 3. PLEASE INITIAL PAGES WHERE REQUIRED**

**COUNTY OF PUTNAM - PURCHASING**  
40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
TELEPHONE: 845-808-1088

**CUSTOM CLOTHING, APPAREL & ACCESSORIES**

**BID NUMBER: RFB-25-26 BV**

**BID ACKNOWLEDGEMENT**

Upon receipt of all required approvals a Contract shall be deemed executed and created with the successful Bidder(s) upon the Commissioner's mailing or electronic communication to the address on the bid of: i) a Letter of Acceptance; or ii) a fully executed contract; or iii) a Purchase Order authorized by the Commissioner.

Print Name: \_\_\_\_\_  
Name of person responsible for this solicitation

**By signing this solicitation, I acknowledge that I have downloaded, read, and accept Appendix A – General Terms and Conditions for this solicitation**

**I acknowledge the receipt of \_\_\_\_\_ addendums**

Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_

Direct Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE: The County of Putnam dispatches authorized Purchase Orders through its eProcurement system via email.**

**Please provide below a valid business email address to receive Purchase Orders**

---

PLEASE PRINT CLEARLY

**THIS FORM MUST BE SUBMITTED WITH YOUR RFB/RFP PROPOSAL**

**COUNTY OF PUTNAM - PURCHASING**  
40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
TELEPHONE: 845-808-1088

**CUSTOM CLOTHING, APPAREL & ACCESSORIES**

**BID NUMBER: RFB-25-26 BV**

**AFFIDAVIT OF NON-COLLUSION**

I hereby attest that I am the person responsible within my firm for the final decision as to the prices(s) and amount of this bid or, if not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his or her behalf and on behalf of my firm.

I further attest that:

1. The price(s) and amount of this bid have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition with any other contractor, bidder or potential bidder.
2. Neither the price(s), nor the amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder on this project, and will not be so disclosed prior to bid opening.
3. No attempt has been made or will be made to solicit, cause or induce any firm or person to refrain from bidding on this project, or to submit a bid higher than the bid of this firm, or any intentionally high or non-competitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from any firm or person to submit a complementary bid.
5. My firm has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any other firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by any firm or person to refrain from bidding or to submit a complementary bid on this project.
6. My firm has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person, and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any project, in consideration for my firm's submitting a complementary bid, or agreeing to do so, on this project.
7. I have made a diligent inquiry of all members, officers, employees, and agents of my firm with responsibilities relating to the preparation, approval or submission of my firm's bid on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in this affidavit.

The person signing this bid, under the penalties of perjury, affirms the truth thereof.

**COUNTY OF PUTNAM - PURCHASING**  
 40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
 TELEPHONE: 845-808-1088

CUSTOM CLOTHING, APPAREL &amp; ACCESSORIES

BID NUMBER: **RFB-25-26 BV**

### **RELATIONSHIPS TO PUTNAM COUNTY**

NAME OF REPORTING ENTITY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ EXT: \_\_\_\_\_ TELEFAX NO.: \_\_\_\_\_

THE REPORTING ENTITY IS (Check one of the following):

\_\_\_\_\_ AN INDIVIDUAL      \_\_\_\_\_ A PARTNERSHIP      \_\_\_\_\_ A CORPORATION

**A.) Related Employees**

1. Are any of the employees that you will use to carry out this contract with Putnam County also an officer or employee of Putnam County, or the spouse, or the child or dependent of such Putnam County officer or employee?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide details:

 \_\_\_\_\_  
 \_\_\_\_\_
**B.) Related Owners**

1. If you are the owner of the Contractor, are you or your spouse, an officer or employee of the County?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide details:

 \_\_\_\_\_  
 \_\_\_\_\_

To answer the following question, the following definition of the word "interest" shall be used:

**Interest means a direct or indirect pecuniary or material benefit accruing to a county officer or employee, his or her spouse, child or dependent, whether as the result of a contract with county or otherwise. For the purposes of this chapter, a county officer or employee shall be deemed to have an "interest" in the contract of:**

- i. His/her spouse, children and dependents, except a contract of employment with the County;**
- ii. A firm, partnership or association of which such officer or employee is a member or employee;**
- iii. A corporation of which such officer or employee is an officer, director or employee; and**
- iv. A corporation of which more than five (5) percent of outstanding capital stock is owner by any of the aforesaid parties.**

2. Do any officers or employees of the County of Putnam have an interest in the Contractor or in any subcontractor that will be used for this contract?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide details:

 \_\_\_\_\_  
 \_\_\_\_\_

**COUNTY OF PUTNAM - PURCHASING**  
40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
TELEPHONE: 845-808-1088

**CUSTOM CLOTHING, APPAREL & ACCESSORIES**

**BID NUMBER: RFB-25-26 BV**

**CERTIFICATION OF COMPLIANCE LABOR REGULATIONS**

The contractor named below certifies compliance with all applicable labor laws and regulations of the State of New York and the United States of America including the following:

**1. Prevailing Wage Rate**

The contractor agrees to comply with the schedule of wages applicable to the performance of the said contract and the statutory requirements and rules of the State of New York.

- Where delivery and installation of material is required, the contractor agrees to comply with Article 8-Public Work, of the NYS Labor Law and its current prevailing wage schedule.
- Where delivery in place is required, the contractor agrees to comply with Article 9, Prevailing Wages for Building Service Employees, of the NYS Labor Law and its current prevailing wage schedule.
- The contractor acknowledges their obligation and agrees to furnish Certified Payrolls with each and every invoice requesting payment to the County Department that utilized the services of the contractor. Filing of the required Certified Payrolls is a condition of payment. No payment will be made to the contractor without receipt of the required Certified Payrolls.
- The contractor and all subcontractors agree to provide written notice to all laborers, workers, or mechanics of the prevailing wage rate for their particular job classification on each pay stub\*. The contractor and subcontractors also agree to post a notice at the beginning of the performance of every public work contract on each job site that includes the telephone number and address for the New York State Department of Labor and a statement informing laborers, workers, or mechanics of their right to contact the Department of Labor if he/she is not receiving proper prevailing wage rates and/or supplements for his/her job classification.

*\*In the event that the required information will not fit on the pay stub, an accompanying sheet or attachment of the information will suffice.*

**2. Social Security Taxes**

The contractor promises and agrees to pay the taxes measured by the wages of their employees required by the Federal Social Security Act and all amendments thereto, and to accept the exclusive liability for said taxes.

**3. Labor Laws**

The contractor certifies compliance with all the provisions of laws in the State of New York and the United States of America which affect municipalities and municipal contracts, and more particularly the Labor Law, the Immigration and Naturalization Laws and Regulations, the General Municipal Law, the Workers Compensation Law, the Lien Law, Personal Property Law, State Unemployment Insurance Law, Federal Social Security Law, State, Local and Municipal Health Laws, and any and all regulations promulgated by the State of New York, insofar as the same shall be applicable to the contract awarded to the contractor.

**COUNTY OF PUTNAM - PURCHASING**  
40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
TELEPHONE: 845-808-1088

**CUSTOM CLOTHING, APPAREL & ACCESSORIES**

**BID NUMBER: RFB-25-26 BV**

**AFFIDAVIT OF COMPLIANCE  
WITH THE REQUIREMENTS OF  
8 U.S.C. SECTION 1324a  
WITH RESPECT TO LAWFUL HIRING OF EMPLOYEES**

\_\_\_\_\_, being duly sworn, deposes and says:  
(print name of deponent)

1. I am the owner/authorized representative of \_\_\_\_\_.  
(circle one) (name of corp., business, company)
2. I certify that I have complied, in good faith, with the requirements of Title 8 of the United States Code (U.S.C.) Section 1324a (Aliens and Nationality) with respect to the hiring of covered employees and with respect to the alien and nationality status of the owners thereof, as set forth in Putnam County Code Chapter 134.

**COUNTY OF PUTNAM - PURCHASING**  
40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
TELEPHONE: 845-808-1088

**CUSTOM CLOTHING, APPAREL & ACCESSORIES**

**BID NUMBER: RFB-25-26 BV**

**CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT**

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the County receive information that a Bidder/Contractor is in violation of the above-referenced certification, the County will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the County shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default.

The County reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

(Please check box)

- ☐ The subscriber below, authorized on behalf of the Reporting Entity in the title/position indicated herein, certifies that he/she is neither the Bidder/Contractor nor any proposed subcontractor as identified on the Prohibited Entities List.

**COUNTY OF PUTNAM - PURCHASING**  
40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
TELEPHONE: 845-808-1088

**CUSTOM CLOTHING, APPAREL & ACCESSORIES**

**BID NUMBER: RFB-25-26 BV**

**DISCLOSURE OF SUPPLIER RESPONSIBILITY STATEMENT**

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract, or subcontract, or in the performance of such contract or subcontract.

---

2. List any convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offense indicating a lack of business integrity or business honesty which affect the responsibility of the contractor.

---

3. List any convictions or civil judgments under state or federal antitrust statutes

---

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

---

5. List any prior suspensions or debarments by any government agency.

---

6. List any contracts not completed on time.

---

7. List any documented violations of federal or state labor laws, regulations or standards, or occupational safety and health rules.

---

---

**COUNTY OF PUTNAM - PURCHASING**  
 40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
 TELEPHONE: 845-808-1088

CUSTOM CLOTHING, APPAREL &amp; ACCESSORIES

**BID NUMBER: RFB-25-26 BV****NOTARY PAGE FOR FORMS**

State of \_\_\_\_\_ )  
 )ss:  
 County of \_\_\_\_\_ )

All statements, disclosures and representations stated hereinabove this, *Representations and Certifications*, comprised of the preceding 7 pages and this page, are based upon my personal review of the books and records of the reporting entity. I declare, under oath or affirmation that all of the foregoing information, as well as any supplemental responses and statements that may be attached hereto are true to the best of my knowledge. I make these statements under the penalty of perjury, in my position/title held at the above-named Reporting Entity.

**BY:** \_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Print Name and Title/position)**

**Sworn to before me this**

\_\_\_\_\_ day of \_\_\_\_\_, 20

\_\_\_\_\_  
**Notary Public**

**COUNTY OF PUTNAM - PURCHASING**  
 40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
 TELEPHONE: 845-808-1088

CUSTOM CLOTHING, APPAREL &amp; ACCESSORIES

BID NUMBER: **RFB-25-26 BV****CERTIFICATION OF EXPERIENCE**

I \_\_\_\_\_ HEREBY CERTIFY THAT (COMPANY) \_\_\_\_\_  
 \_\_\_\_\_ HAS PERFORMED THE FOLLOWING WORK WITHIN THE LAST THREE YEARS:

NAME OF BUSINESS: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 AMOUNT OF CONTRACT: \_\_\_\_\_ TELEPHONE NO.: \_\_\_\_\_  
 TYPE OF WORK: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_  
 -----

NAME OF BUSINESS: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 AMOUNT OF CONTRACT: \_\_\_\_\_ TELEPHONE NO.: \_\_\_\_\_  
 TYPE OF WORK: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_  
 -----

NAME OF BUSINESS: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 AMOUNT OF CONTRACT: \_\_\_\_\_ TELEPHONE NO.: \_\_\_\_\_  
 TYPE OF WORK: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_  
 -----

\*\*\*\*\*

**CERTIFICATE OF EQUIPMENT**

The Contractor hereby certifies that: \_\_\_\_\_  
 are the owner and/or lessee of the equipment necessary for the execution of this Contract and further certifies that the  
 owner and/or lessee listed above is fully prepared with the necessary capital, material and machinery to conduct this work  
 as herein specified.

**BID NUMBER: RFB-25-26 BV**

## SECTION A – MANUFACTURER DISCOUNT

[illegible]

**COUNTY OF PUTNAM - PURCHASING**  
 40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
 TELEPHONE: 845-808-1088

**CUSTOM CLOTHING, APPAREL & ACCESSORIES**

**BID NUMBER: RFB-25-26 BV**

**SECTION B – EMBROIDERY PRICING (up to 8,000 stitches included)**

| <b>Service</b>                         | <b>Unit Price</b> |
|----------------------------------------|-------------------|
| New Logo Digitizing                    | \$                |
| Additional 1,000 stitches              | \$                |
| Modification to existing logo          | \$                |
| Name file creation (if required)       | \$                |
| Left chest logo – embroidery           | \$                |
| Right chest logo – embroidery          | \$                |
| Sleeve logo – embroidery               | \$                |
| Hat Embroidery                         | \$                |
| Full Back Logo – embroidery            | \$                |
| Additional 1,000 stitches - embroidery | \$                |
| Name Embroidery                        | \$                |
| Title Embroidery                       | \$                |

**SECTION C – SCREEN PRINTING PRICING**

| <b>Service</b>                      | <b>Unit Price</b> |
|-------------------------------------|-------------------|
| One Color Screen Setup              | \$                |
| Two Color Screen Setup              | \$                |
| Three Color Screen Setup            | \$                |
| Four Color Screen Setup             | \$                |
| Each Additional Color               | \$                |
| Full Color/Digital Print Setup      | \$                |
| One Color – One Location            | \$                |
| Two Colors – One Location           | \$                |
| Three Colors – One Location         | \$                |
| Four Colors – One Location          | \$                |
| Full Color Process/Digital Transfer | \$                |
| Each Additional Print Location      | \$                |
| Individual Name/Personalization     | \$                |
| Individual Number                   | \$                |

**COUNTY OF PUTNAM - PURCHASING**  
 40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
 TELEPHONE: 845-808-1088

**CUSTOM CLOTHING, APPAREL & ACCESSORIES****BID NUMBER: RFB-25-26 BV****SECTION D – EXTENDED SIZE PRICING**

| Size   | Additional Charge |
|--------|-------------------|
| 2XL    | \$                |
| 3XL    | \$                |
| 4XL    | \$                |
| 5XL    | \$                |
| 6XL    | \$                |
| OTHER: |                   |
|        |                   |

**SECTION E – SHIPPING PRICING**

| Service                                  | Unit Price |
|------------------------------------------|------------|
| Standard Shipping                        | \$         |
| If pickup is available, address of shop: |            |
| Rush Shipping                            | \$         |
| Free Shipping on Orders Over             | \$         |

**SECTION F – PRODUCTION SCHEDULE & FACILITY**

| Requirement                                                                                           | Response                        |
|-------------------------------------------------------------------------------------------------------|---------------------------------|
| Quote Turnaround                                                                                      | Business Days (turnaround time) |
| Artwork Proof                                                                                         | Business Days (turnaround time) |
| Existing Artwork Orders (1-25 items)                                                                  | Business Days (turnaround time) |
| Existing Artwork Orders (26-100 items)                                                                | Business Days (turnaround time) |
| New Artwork Orders                                                                                    | Business Days (turnaround time) |
| Large Orders (101+ items)                                                                             | Business Days (turnaround time) |
| Rush Order Available                                                                                  | YES or NO (circle one)          |
| Address of Production Facility:                                                                       |                                 |
| Do you have adequate staffing & equipment available to fulfill the scope of work under this contract? | YES or NO (circle one)          |
| Is Embroidery performed in-house                                                                      | YES or NO (circle one)          |
| Is Screen Printing performed in-house                                                                 | YES or NO (circle one)          |
| Can you fulfill multiple orders simultaneously?                                                       | YES or NO (circle one)          |

**COUNTY OF PUTNAM - PURCHASING**  
40 Gleneida Ave.-1<sup>st</sup> Floor-Room 105, Carmel, NY 10512  
TELEPHONE: 845-808-1088

**CUSTOM CLOTHING, APPAREL & ACCESSORIES**

**BID NUMBER: RFB-25-26 BV**

**SECTION G – VALUE ADDED SERVICES**

**List any value added services you provide:**